August 1959

The Office

Magazine of Management · Equipment · Methods

THE PAPERWORK THAT MADE ALASKA OUR 49th STATE
. . . PAGE 63

AIR VIEW OF JUNEAU. Photo by J. Malcolm Greany.

ELECTRIC TYPEWRITER COMPARISON CHART

	SMITH-CORONA	Brand A	Brand B	Brand C	Brand D
AUTOMATIC MARGINS Simple one-hand, one-step operation.	YES	NO	NO	YES	NO
SIGNAL LIGHT Positive visual indication if motor is ON or OFF.	YES	NO	NO	NO	NO
TOTAL TABULATOR CLEAR Clears all stops instantly without moving carriage.	YES	NO	NO	NO	NO
ERROR CONTROL Simplifies correction of errors and line justification.	YES	NO	NO	NO	NO
BOTTOM MARGIN INDICATOR Page Gage accurately indicates bottom margin.	YES	NO	NO	YES	NO
88 CHARACTER KEYBOARD Standard at no extra charge.	YES	NO	YES	NO	YES
KEYBOARD SLOPE Key top slanted to fit natural movements of fingers.	YES	NO	NO	NO	NO
ROLL-FREE ACTION Releases typebar cams with no "scuffing" action.	YES	NO	YES	NO	NO
SAFETY COVER Motor shuts off when cover is raised to change ribbon.	YES	NO	NO	YES	YES
CUSHIONED TOUCH Eliminates jar to sensitive finger tips at end of each stroke.	YES	NO	NO	NO	NO
THE WORLD'S FASTEST ELECTRIC TYPEWRITER	YES	NO	NO	NO	NO

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Smith-Corona Electric

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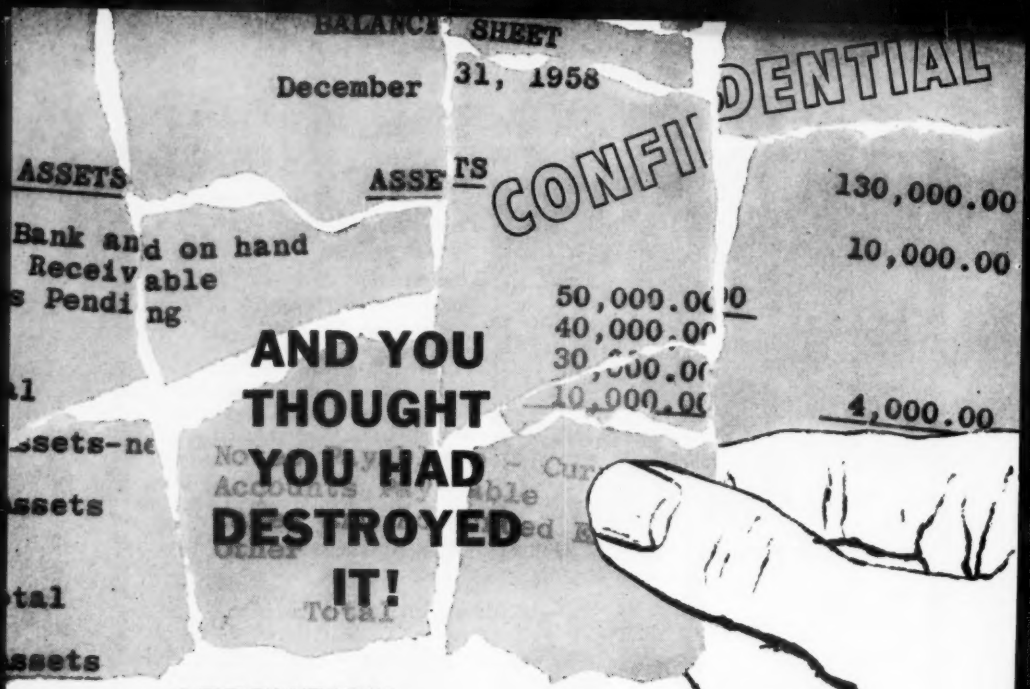

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For More Information Circle No. 229

The Office
Magazine of Management · Equipment · Methods

AUGUST, 1959
VOL. 50, NO. 2

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A versatile system for the high speed printing out of data directly from a computer, magnetic tape, punched cards or punched tape. It is also adapted to scanning and direct reproduction or transmission of copy or moving objects.

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Since it is generally accepted that 100% machine utilization is a myth, just what goal can be set for the maximum utilization of automatic data processing equipment. ROBERT S. MOORS

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COMPANY_____

STREET_____

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O-8

For More Information Circle No. 247

It's our

"Getting out a mailing used to be a major headache. To get the envelopes stuffed we shanghaied girls from other departments, brought in extra people, piled up overtime, and got behind in our regular work. But ever since we bought that small PB folding and inserting machine, our regular girl does the mailing in her spare time."

For special mailings or even daily mail, Pitney-Bowes' new Model 3300-FH is a great time saver and cost cutter. With this combined folding and inserting machine 500 single sheet enclosures

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can be folded and stuffed in envelopes in eight minutes.

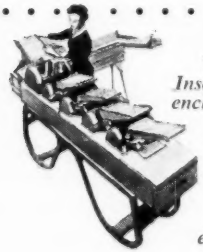
It can be used for invoices, statements, price lists, bulletins, cards, even stapled sheets. A separate run-through will add another enclosure. The inserter unit can be attached to any PB folding machine, or run separately.

The 3300-FH is easy to set, and use. Helps avoid work interruptions, borrowing girls, hiring temporary workers, and overtime. It adds greater work capacity and, even in a small office, soon pays for itself.

Ask any PB office for details. Or send coupon for free illustrated booklet and case studies.

FREE: *Handy desk or wall chart of new postal rates with parcel post map and zone finder.*

Model 3300-FH folder-inserter



The larger Model 3100 Inserter can stuff up to six enclosures simultaneously, at speeds up to 6,000 an hour. It can also be attached to a Pitney-Bowes postage meter mailing machine, to stamp and seal envelopes after stuffing.

PITNEY-BOWES, INC.
3464 Crosby Street, Stamford, Conn.

Send free ☐ illustrated booklet and "case studies" on PB Folding and Inserting Machines; ☐ Postal Rate Chart.

Name _____

Address _____

For More Information Circle No. 272

Average Weekly Earnings

	New York		Chicago		Detroit	
	HOURS	PAY	HOURS	PAY	HOURS	PAY
Men						
Clerks:						
Accounting, class A	36.0	$94.00	39.0	$101.00	40.0	$112.50
Accounting, class B	36.0	70.50	39.0	79.00	40.0	85.50
Order	36.5	78.50	39.5	99.50	40.0	106.50
Payroll	36.5	82.00	39.0	96.50	40.0	108.50
Office boys	36.0	53.50	38.0	59.00	39.0	62.00
Tabulating machine operators	36.5	77.50	39.0	88.50	40.0	95.00
Women						
Billers, machine:						
Billing machine	36.5	68.50	39.5	70.50	39.0	71.00
Bookkeeping machine	36.5	72.00	38.5	68.50	39.5	62.50
Bookkeeping machine operators:						
Class A	36.5	76.50	38.5	82.00	39.5	82.50
Class B	36.0	66.00	38.5	70.00	40.0	67.00
Clerks:						
Accounting, class A	36.0	84.00	39.0	87.00	39.5	93.00
Accounting, class B	36.5	66.50	39.0	70.00	39.5	70.50
File, class A	36.0	68.00	38.5	70.50	40.0	82.50
File, class B	36.5	55.00	38.5	57.50	39.0	57.00
Order	37.0	69.00	39.0	70.50	40.0	71.50
Payroll	36.5	77.50	39.0	79.00	39.5	82.00
Comptometer operators	36.5	70.50	39.5	74.00	40.0	78.50
Duplicating machine operators	36.0	61.50	39.0	65.50	38.5	70.00
Key punch operators	36.5	65.50	38.5	72.00	40.0	77.50
Office girls	36.0	52.00	39.0	59.00	39.5	61.50
Secretaries	36.0	88.00	38.5	89.50	39.5	94.50
Stenographers:						
General	36.0	71.00	38.5	75.50	39.5	85.00
Technical	35.5	85.00	38.5	85.00	39.0	94.00
Switchboard operators	37.0	70.00	39.5	70.50	40.0	74.50
Switchboard operator-receptionists	37.0	69.50	38.5	72.00	39.5	71.50
Tabulating machine operators	37.0	75.00	37.5	77.50	40.0	87.50
Transcribing-machine operators, general	36.0	70.00	39.0	73.00	39.5	74.00
Typists:						
Class A	35.5	67.50	38.5	72.50	40.0	84.50
Class B	36.0	60.00	39.0	63.50	39.5	65.50

These are preliminary figures from the above regional offices of the U.S. Department of Labor's Bureau of Labor Statistics.

THERE HAS BEEN a rise of only a little better than 3% in clerical salaries during the past year. This is the smallest annual increase that has been reported since these surveys began and it may be an indication that we are approaching a leveling off period in the inflationary trend.

National Office Management Assn. announced that its annual salary survey indicated average weekly clerical pay had risen over 9% in the past year.

and Hours in Work Week

Memphis		Dallas		Denver		San Francisco		Portland, Ore.	
HOURS	PAY	HOURS	PAY	HOURS	PAY	HOURS	PAY	HOURS	PAY
40.0	$91.00	40.0	$96.00	40.0	$91.00	39.5	$99.50	40.0	$102.00
		40.0	77.00	40.0	76.50	39.0	85.00		
40.0	70.00	40.5	74.50	40.0	75.00	40.0	99.50	40.0	96.50
		39.5	80.50	40.0	80.00	39.5	100.00		
39.5	45.50	39.5	49.00	40.0	49.00	38.5	60.00	40.0	56.00
40.0	84.50	40.0	76.50	40.0	81.00	39.0	89.50	40.0	102.50
40.0	56.50	40.0	61.50	40.0	63.00	39.5	85.50	40.0	66.50
40.0	50.50	41.5	55.00	40.5	54.50	40.0	70.00	40.0	59.00
40.0	70.50	40.0	68.50	40.0	75.00	38.5	85.00	40.0	80.00
40.0	54.00	40.0	57.00	40.0	58.00	40.0	64.50	39.5	61.50
40.0	69.00	39.5	75.00	39.5	75.50	39.0	84.50	40.0	81.00
39.5	56.50	39.5	59.50	39.5	61.50	39.0	69.50	40.0	70.00
39.5	55.50	39.5	58.50	39.5	61.50	38.5	75.50	39.5	67.00
39.5	49.50	39.5	48.50	40.0	55.00	38.5	56.00	39.5	50.50
40.0	58.50	39.5	59.50	40.0	60.50	40.0	80.00	40.0	65.50
40.0	61.00	40.0	67.50	40.0	72.00	39.0	84.00	40.0	73.00
39.5	57.00	39.5	64.50	40.0	63.00	39.5	76.00	40.0	70.00
40.0	56.00	40.0	59.50			39.5	69.50	40.0	61.50
39.5	57.50	40.0	61.00	40.0	59.50	39.0	71.50	40.0	70.50
39.5	46.50	39.5	48.50	39.5	49.50	39.0	59.50	39.0	49.00
40.0	68.50	39.5	79.00	39.5	81.50	39.0	89.00	39.5	83.00
40.0	60.00	39.5	69.00	39.5	67.50	39.0	78.00	39.5	71.50
		40.0	88.00	40.0	79.00				
42.5	44.00	42.0	56.00	42.0	62.00	39.0	71.50	39.5	62.00
40.0	57.50	39.5	63.00	39.5	61.50	39.0	70.50	40.0	65.00
		39.5	68.00	40.0	71.50	39.5	83.50	40.0	82.50
39.5	55.00	39.5	56.00	40.0	60.00	38.5	71.50	39.5	64.00
39.5	61.00	39.5	61.50	39.5	63.50	39.0	73.00	39.5	65.50
39.5	48.50	39.5	52.50	40.0	54.50	39.0	62.00	39.5	58.00

The hours above represent the regular standard workweek for which employees received the corresponding regular straight-time salaries indicated.

One reason for NOMA's higher percentage figure may be that its figures come from 128 cities, most of which are much smaller than those reported on by the Bureau of Labor Statistics. The upward trend that started in the large cities, generally was not felt in smaller cities until several years later. A few years ago it was the large cities that reported the greater increases. If the indication of leveling should prove true, it would be a good sign.

A Simplified System of FORMS CONTROL

DARRELL E. WERNER, Systems Analyst, Dayton Power & Light Co., Ohio

FORMS CONTROL is the door to simplification of paperwork procedures. It provides a means for discovering inefficient or unnecessary procedures that otherwise might never be reviewed. Hence, one of its greatest values is realized not through redesigning forms or saving printing costs but through streamlining the systems involved.

First, it is necessary to obtain copies of all forms used throughout the company. There may be some records already in existence. The utilization of these will depend upon how accurate, complete and comprehensive they are. Exclusive use of these records, however, would mean ignoring the many other forms which probably exist. To have an effective program, you should have knowledge of *all* forms. Send a form letter to each department asking for three copies of each form they use. Ask them to indicate on one of the copies:

1. Physical information
   a. Type of binding (books, pads, snap-sets, etc.)
   b. Number of copies to a set, if more than one.

35004	PERSONNEL	SNAP-SET
FORM NO.	SYSTEM GROUP	KIND

Was Form	Name EMPLOYMENT RECORD			
Manual Page No. 125-12	No. Per Pad —	No. Per Set 3	Weight 20 LB.	Size 8½" x 11"

COLOR	DATE	QUANTITY	COST	REMARKS
1. WHITE	5/14/58	3000		REVISED
2. GREEN				
3. PINK				

SPECIAL CHARACTERISTICS

DEPARTMENTS USING
PERSONNEL

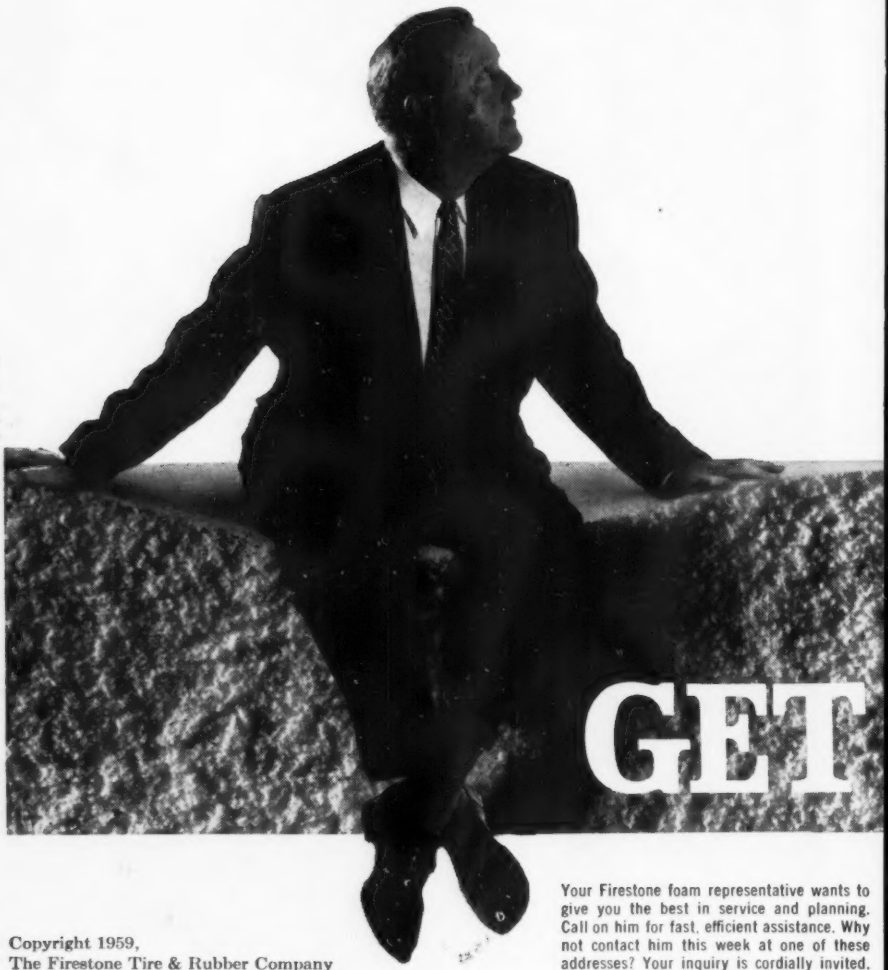
STOCKED ☒ STATIONERY SUPPLIES ☐ DEPT. INDICATED*

Form 25008 FORMS CONTROL CARD

The 6" x 4" forms control record card.

For More Information Circle No. 270

for the best in FOAM



Your Firestone foam representative wants to give you the best in service and planning. Call on him for fast, efficient assistance. Why not contact him this week at one of these addresses? Your inquiry is cordially invited.

Copyright 1959,
The Firestone Tire & Rubber Company

Now, from Firestone's newly expanded and improved foam line, you can specify a foam for every office furniture cushioning application. And through a comprehensive program of competitive prices and a complete distributor warehousing and development service—this foam is a total "best buy" in

both rubber and polyurethane!

The Firestone salesman will call on you and tell you about:

1 A newly expanded line. Whatever your product requirement, there's a Firestone foam that meets your need. From molded, precut and pin-core furniture cushioning to form-fitted mattress fillers—a complete line.

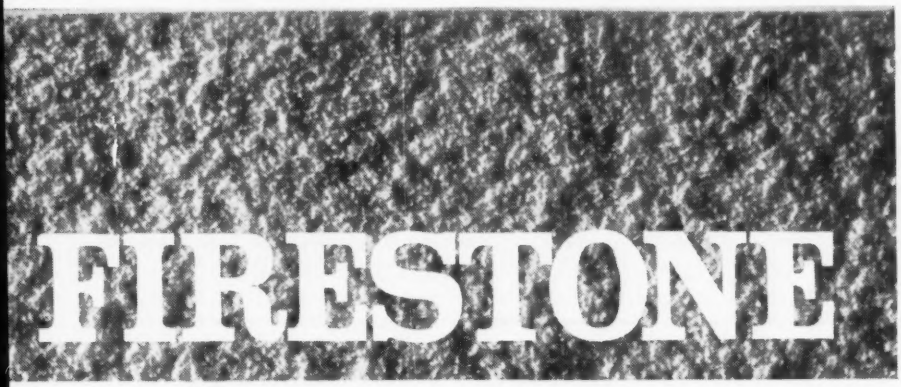
2 Improved quality at no extra cost. Whatever your price structure calls for, there's a Firestone top-quality foam for you. Get all the advantages of volume production facilities.

3 Fast, efficient distributor warehousing and development service. Wherever you are—depend on Firestone's trained distributor network for expert service and aid in planning.

Firestone
FOAM RUBBER

Firestone Rubber & Latex Products Co., Fall River, Massachusetts

Firestone's Sign of Solid Comfort helps you sell to office furniture buyers.



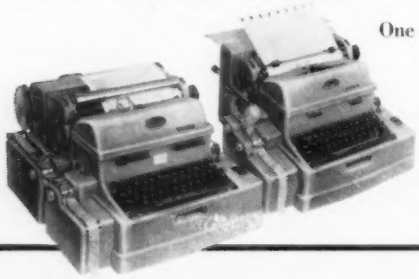
Akron 17, Ohio, 1200 Firestone Blvd., HE 4-1671 • Atlanta 25, Georgia, P.O. Box 1335 Station K, CE-1531 • Fall River, Massachusetts, 1 Firestone Avenue, OS 6-8511 • Chicago 54, Illinois, 10163 Merchandise Mart, SU 7-4825 • Dallas 35, Texas, P.O. Box 13191 Walnut Hill Station, FL 1-9901 • Hazelwood, Missouri (St. Louis), 5928 N. Lindbergh Blvd., PE 1-6886 • High Point, North Carolina, 126 N. Main Street, 2-1516 • Indianapolis 25, Indiana, 200 S. Missouri Street, ME 5-1629 • Los Angeles 54, California, P.O. Box 2064, Terminal Annex, RA 3-6751 • Memphis 7, Tennessee, P.O. Box 4728, JA 5-3621 • Milwaukee 7, Wisconsin, 3400 S. Clement Avenue, SH 4-9790 • New York 23, New York, 28 W. End Avenue at 61st, PL 7-6200 • Philadelphia 43, Pennsylvania, 1620 S. 49th Street, SA 7-2600 • San Francisco, California, 101 Harrison Street, YU 2-8662 • Seattle, Washington, 958 Harrison Street, MA 3-5474.

For More Information Circle No. 378

HOW FRIDEN JUSTOWRITER® SOLVES COMMUNICATIONS PROBLEM FOR MANY OFFICES

This marvelous 2-unit "Tape-Talk" machine turns out professional typesets with justified margins at substantial cost savings compared with hot metal composition ... offers ideal way to handle bulletins, manuals, price lists, booklets, directories, catalogs, direct mail literature, house organs, inter-office memoranda and employee communications of many kinds.

The Friden Justowriter produces these clear, accurate typesets on direct image plates for duplicating machines or in form of reproduction proofs for lithographic printing. Fourteen different Justowriter type faces, sized from 8 to 14 points, are available.



One of the ways

Friden Creates A New World For Business

On this Justowriter Recorder (unit #1) any typist becomes an expert type compositor. Her usual typing -- without involving special positioning or extra time -- produces simultaneously (a) a typewritten sheet, for visual check, and (b) punched paper tape with identical copy coded into the holes.

Justowriter unit #2, the Reproducer, receives code tape ... "reads" it ... and automatically composes the original copy in clear, accurate justified-margin form. All kinds of copy -- straight matter, centered, run arounds, line leaders, tabular matter handled with ease at 100 words a minute.

You have been reading a Justowriter-composed message ... note the automatically justified margins and overall pleasing appearance! Write today on your business letterhead for additional information on the justifying type-composing Justowriter -- one of the most immediately functional Tape-Talk machines now "breaking new ground" in the new world for business created by FRIDEN, Inc., San Leandro, California.

FRIDEN SILVER ANNIVERSARY 1934·1959

For More Information Circle No. 260

STORE-'EM

Prefix Code	Subject
1xxx	ACCIDENTS
	All records, reports and statements of accidents involving personal injury or property damage.
	Includes forms such as:
	Traffic Accident Reports and Records.
	Personal Injury Reports
	Statements of Witnesses
	Damage Claim Adjustments
2xxx	ACCOUNTS PAYABLE
	All records, (etc.)

An example of how the forms index is written.

c. Number of copies or sets to a pad or book.
d. Annual usage.
e. Supply on hand.

2. Brief description of job performed (to aid in classifying it and in uncovering similar forms).
3. Any similar forms or ones performing similar tasks.

Now you are ready to build your file. At this point many become overly enthusiastic and choose a control that is more difficult to establish and maintain than it is worth. Avoid this pitfall by determining what you want the file to provide; establish a set of goals. The standard requirements for an effective program are:

1. A numerical order file for ease in locating any specific form.

2. A file of similar forms to facilitate eliminating and combining those performing the same or similar tasks.

3. A file by specific kind or type (tags, envelopes, etc.) for aid in standardization and economical purchasing.

4. A reference to procedure or accounting manuals so that procedures may be up-dated when forms are revised.

The following system of forms control is simple and effective because it gives the desired results with the least amount of effort.

Segregate the activities of the company into systems groups, such as: accounts payable, accounts receivable, payroll, etc. Examine each form and assign it to one of these system groups according to the job performed, *not according to the department using it.* This is one of the most difficult and time consuming tasks of establishing a forms file. The groups must be worked and reworked before settling on the final list. If some of them have a disproportionate number of forms (either too few or too many), combine or divide them in two. Take care, however, that their value is not destroyed by dividing them when there is no logical separating point.

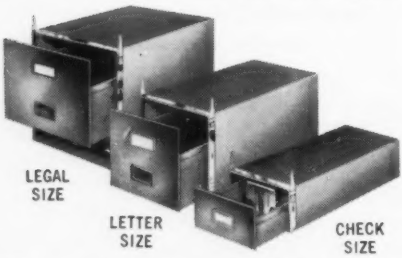
An example of a systems group that might properly be broken in two is accounts receivable, collections and

(Continued on page 97)

STORE-'EM
PRONTO
FILE 'EM
PRONTO
FIND 'EM
PRONTO

Free your expensive files by transferring your old records into low cost Prontos and use your expensive steel cabinets over and over again.

20 DIFFERENT SIZES
a size for every office record



Find out why top companies everywhere use PRONTO STORAGE CABINETS for their old records. Fill in the coupon below and attach it to your letterhead . . . We will arrange a Pronto Demonstration at your convenience.

PRONTO FILE CORPORATION
415 Madison Avenue, New York 17, N. Y.

☐ Please send me your latest Pronto catalog.
☐ Have your representative call for demonstration.

Name_____
Address_____
City_____ Zone_____ State_____

For More Information Circle No. 391

Duplicator Prints Piecework Tickets

GEORGE STOCK,
Industrial Engineer,
Horsman Dolls, Inc., Trenton, N. J.

WE PRODUCE piecework tickets as needed. This increases the effectiveness of piecework control, cuts production costs, and eliminates storing job tickets. Basis of our system is an Ormig Selective Spirit Duplicator (marketed by Copy-Craft, Inc., New York). From one master it produces all the individualized piecework tickets we need to carry on production. This is possible because the Ormig selects information from different areas on the spirit master, and brings the wanted lines together in condensed form on

1 Rom.1	Fold/st.2 frt.at nk.	X 7	1/2
1 Rom.2	1/8"hem/sh.lace bib(2)	X 8	
1 Rom.3	St.bib/wst.bd.	X 10	1/4
1 Rom.4	Sh.pts.to wst.bd.	X 10	1/4
1 Rom.5	Hem legs	X 6	
1 Rom.6	Zl.legs 3/8"up	X 6	
1 Rom.7	Cl. S/S	4	
1 Rom.8	Cl. L/S	7	1/2
1 Rom.9	1 butnhole	2	1/4
1 Rom.10	1 butn/2 butn.frt.	8	3/4
1 Rom.11	Cl.crotch	X 8	1/2
1 Rom.12	Tk.rib.2 sides(12)	X 10	
2 Hat 1	Merr.sh.	4	3/4
2 Hat 2	Sh.lace frt.	4	
2 Hat 3	Bd.bk.(10"tie)	8	

Masters list all operations **(see page 22).**

It's as easy as A B C *to open new*

HAMMERMILL GRAPHICOPY® PAPERS

A One quick pull opens this E-Z Paper Pak Carton.* No broken nails, no bruised fingers. The re-usable cartons are extra strong, too. Perfect for filing, storage and deliveries.

B Just lift the handy E-Z Carry Pak* — out come the moisture-proof packages. No digging. No struggling. Famous Hammermill quality comes in 19 grades of the size 8½ x 11 and 8½ x 14 papers you use.

C Graphicopy Papers are ready to run — and run right. Choose from 200 items. "Paper Selection Guide" wall chart helps you pick the right weight, color, finish for each job.

Tear out this trademark

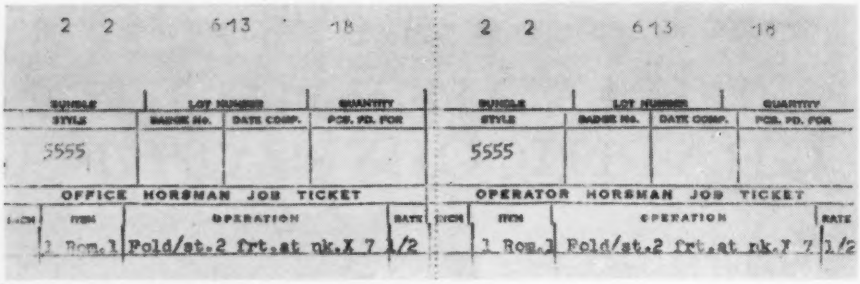
HAMMERMILL GRAPHICOPY PAPERS®

to get your free Graphicopy "Paper Selection Guide"...

Simply staple the trademark to your business stationery, sign your name, mail to Hammermill Paper Company, 1494 East Lake Road, Erie 6, Pennsylvania.

*Patent Pending

For More Information Circle No. 246



2 2 613 18

BUNDLE	LOT NUMBER		QUANTITY
STYLE	BADGE No.	DATE COMP.	PCS. PD. FOR
5555			

OFFICE HORSMAN JOB TICKET

SECTION	ITEM	OPERATION	RATE
	1 Rom.1	Fold/st.2 frt.at nk.X 7	1/2

2 2 613 18

BUNDLE	LOT NUMBER		QUANTITY
STYLE	BADGE No.	DATE COMP.	PCS. PD. FOR
5555			

OPERATOR HORSMAN JOB TICKET

SECTION	ITEM	OPERATION	RATE
	1 Rom.1	Fold/st.2 frt.at nk.7 7	1/2

Piecework ticket for the first operation shown on the master on page 20.

the run-offs. We simply type a master with a heading containing information pertinent to the job in hand, then list in sequence each of the individual piecework operations, one to a line, with the quantity next to the operation.

We then produce from this master the piecework tickets for each operation in the exact quantity needed. Each ticket contains information common to the entire job and an individual operation description. By setting the appropriate controls on the machine, the operator combines the common heading with desired information from anywhere on the master. This enables us to give each worker a piecework ticket that describes just one operation.

We usually run these job tickets in sequence, combining the common head-

Holds 1800 Blue Prints for *QUICK* filing

Glider

BLUE PRINT FILE

for CONTRACTORS, ENGINEERS ARCHITECTS, DRAFTSMEN FACTORIES

Created for savings in filing space, time and effort, Gliders are available for print widths of 20" to 48". Gliders obsolete peg-type filing and hole-punching.

Your prints "glide" into place. Plan holders are retained from end-to-end, with no chance of bending or springing. Eye-easy indexes provide you with rapid reference.

All-steel Gliders, finished in a handsome grey, harmonize with modern office equipment. Extensions are available.

For longer print "life" and for efficiency, durability and economy in vertical filing, specify Glider. Order now through the best office suppliers or write for illustrated literature.

5' high, 4' wide
3' deep

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For More Information Circle No. 279

HERE, AT LAST, IS A FOUNTAIN PEN WRITING FLUID WHICH REPRODUCES ON ALL COPY-MAKING MACHINES USING A HEAT, CHEMICAL OR PHOTOGRAPHIC PROCESS

NEW PERMANENT JET BLACK Skrip WRITING FLUID

In the famous Top-Well bottle for Sheaffer's *Snorkel* fountain pens

In unbreakable drop-in cartridges for Sheaffer's *Skripsert* fountain pens

This new writing fluid was developed *specifically* for use in offices equipped with copy-making machines!

A message written with Sheaffer's new Permanent Jet Black *Skrip* will reproduce so black and bold that it's as legible as the original. And, in writing, it won't feather or fade... starts instantly, dries quickly.

Turn to new Permanent Jet Black *Skrip* today, and you'll turn out clean-cut copies of handwriting hereafter!

SHEAFFER'S®

© 1959, W. A. S. P. CO.

FREE!

A cartridge of Permanent Jet Black Skrip, plus a review of Sheaffer fountain pens and desk sets ideal for use in offices!

W. A. Sheaffer Pen Co.
Dept.RS-4, Fort Madison, Iowa
Please forward a FREE cartridge of Permanent Jet Black *Skrip* writing fluid to:

Name_____

Firm_____

Address_____

City_____ Zone____ State_____

For More Information Circle No. 234

FOR THE COST OF A HAT CHECK you can save $6 a day with the Dictaphone Time-Master and the Dictabelt record.

Tip money—25¢ a day—buys and maintains the fastest and most economical way to get your thoughts on paper.

The Dictaphone TIME-MASTER dictating machine using the exclusive Dictabelt record is the most automatic of all dictating systems. It will gain you at least an hour a day. For a $10,000-a-year man and his secretary, that's well *over* $6.00 a day.

Easy as phoning . . . no waiting for your secretary . . . just pick up mike and talk.

Only Dictabelt gives you . . . *Fidelity*—secretary can't mistake it. *Permanence*—can't be erased. *Visible recording*—easily find your place. Phone your nearest Dictaphone office for a free demonstration.

THE NEW, ALL-TRANSISTOR Dictaphone TIME-MASTER

Dictaphone, Time-Master and Dictabelt are registered trademarks of Dictaphone Corp., 420 Lexington Ave., N. Y. 17, N. Y.; 204 Eglinton Ave. E., Toronto, Canada; 17-19 Stratford Pl., London W.1, England.

For More Information Circle No. 262

ing with the first operation in condensed form, then the second operation, and so on down the line until piecework tickets for 15 or more operations are completed. If we need additional tickets of a particular operation after the sequence has been run off, we simply set the machine to combine the heading with the desired operation, regardless of where this operation may be listed on the master.

By thus tailoring our piecework tickets to specifications, we can elaborate on instructions, make modifications, eliminate, add or condense. The tickets are created just before the job is undertaken, when all specifications are in.

Besides implementing our production schedule, our piecework tickets are used to compute our payroll. Along with the description of the individual operation is listed the piece-rate for that operation. This serves two purposes: the employee knows the rate of pay for each piece of work performed and, at the end of the day when she turns in her accumulated slips, our office has the basis on which to compute the dollar value of the employee's work.

Duplicating job tickets at Horsman Dolls.

AVERY
self-adhesive
file-folder
labels

Keep the boss smiling at your filing

"Secretaries wiles
Come in many shapes and forms and styles –
Not the least of which I'll bet
Is earning praise that's hard to get –
By stashing papers neatly in the files."

Avery self-adhesive File Folder Labels give quick, positive identification – and they're easy and fast to apply. No moistening needed! No messy mucilage to lick. Just a touch and on they go . . . quickly, neatly, firmly. You'll *save time, save money* with Avery File Folder Labels – and how you will be appreciated by the boss! Ask for Avery File Folder Labels at your stationers.

AVERY
self-adhesive
LABELS

Available in a bouquet of ten fresh colors, plus white—for bright, efficient color coding . . . in sheets of 8 labels each with guide lines for uniform typing . . . and the last label won't slip in the typewriter because of the extended backing sheet!

Write for your FREE samples today!

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117 Liberty St., New York 6 • 608 S. Dearborn St., Chicago 5 • 1616 S. California Ave., Monrovia, California • Offices in Other Principal Cities.

Please send me samples of Avery file folder Labels.

My Name_____ Position_____
Company_____
Address_____
City_____ State_____

For More Information Circle No. 278

NEW Books

HANDBOOK FOR SUPERVISORS by Paul Ecker, John MacRae, Vernon Ouellette, Charles Telford. Prentice-Hall, 70 Fifth Ave., New York 11, 243 pp., $4.

Offers practical and tested solutions to the supervisory problems that plague industry today. Based on extensive research, the book reflects the latest thinking of supervisors and training directors at all levels.

GLOSSARY OF PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS TERMS. Society for Advancement of Management, 74 Fifth Ave., New York 11, 39 pp., $2.

Authoritatively defines some 300 terms which are widely used in personnel management.

AUDITING, A CPA REVIEW MANUAL by Benjamin Newman. John Wiley & Sons, 440 Fourth Ave., New York 16, 685 pp., $12.75.

Intended to prepare candidates for successful performance on CPA Auditing Examination, this book combines a systematic, organized approach to subject matter, with the technique of answering examination questions.

STARTING AND MANAGING A SMALL BUSINESS OF YOUR OWN. Supt. of Documents, Govt. Printing Office, Washington 25, D. C., 49 pp. 40c.

Highlights major problems encountered in starting and managing a small business. Ask for Catalog No. SBA 1.15:1.

LABOR ECONOMICS AND INDUSTRIAL RELATIONS by Dale Yoder & Herbert G. Heneman Jr. South-Western Publishing Co., 5101 Madison Rd., Cincinnati 27, 726 pp., $6.75.

Designed to serve as a general introduction to the field of modern industrial relations and as a background in citizenship training for those taking no additional courses in the field.

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INSTANT SELF-LAMINATING

PLASTIC SHEETS

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WITHOUT NEED FOR MACHINES, CHEMICALS OR HEAT

You can actually imbed any flat object of any paper, board or fibre composition in clear, flexible plastic for permanent protection against moisture, wear and grime. Protect, preserve and beautify for a lifetime. Available in a wide range of sizes. Write for free brochure.

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3407 Prospect Avenue • Cleveland 15, Ohio

For More Information Circle No. 364

YOUR LOCAL FORMS DEALER CAN GIVE YOU ALMOST ANY TABULATING FORM IN 72 HOURS

DEALERS IN MOST CITIES

CONTINUOUS FORMS, INC.

TEMPLE 1-9080
4490 CASS AVENUE DETROIT 2, MICH.

For More Information Circle No. 365

New Teletype equipment at Merrill Lynch cuts transaction time 30%.

In a business where seconds count, new Teletype Model 28 communication equipment is helping the brokerage house of Merrill Lynch, Pierce, Fenner & Smith, Inc. speed-up "buy" and "sell" transactions by a full minute. Not only does the system get the customer's order to the floor of the Exchange faster, but it also provides needed additional communication capacity for Merrill Lynch offices in six cities. Where previously 80,000 words were transmitted daily, now 108,000 are handled by the new system.

Faster Equipment. To provide this increase in speed and capacity, each office on the network has new Teletype Model 28 equipment—which operates at 100 words per minute, is highly automated, and includes tape punching and reading facilities.

Built-in Controls. Jim Price, wire chief at Merrill Lynch, says, "This new Teletype equipment is outstanding. It has increased our transaction handling capacity some 30%. We're particularly pleased with its dependability and compactness. Everything needed is built right into the units."

Communications, Data Processing, Automation. Why not investigate the time and money saving advantages of Teletype Model 28 equipment for your business? Along with its many advanced features, this new Line is designed on a "building-block" principle, with interchangeable components and provisions for added features. Thus, Model 28 equipment can be readily customized—whether your requirements involve message transmission within or between plants . . . or the more specialized communication and control needs of data processing and automation systems.

Further Information may be had from your local telephone or telegraph company—or write for descriptive literature to Teletype Corporation, Dept. 32H, 4100 Fullerton Ave., Chicago 39, Ill.

TELETYPE®
CORPORATION
SUBSIDIARY OF *Western Electric Company* INC

For More Information Circle No. 223

Phyllis loses her first race!

TYPING TIME: 4 MINUTES
Phyllis Alchis, National typing champ*

COPEASE TIME: 40 SECONDS
Copease photocopier, National copying champ

AND COPEASE NEVER MAKES ANY MISTAKES

Copease! Faster and more reliable than the human hand. Copies everything on paper, even colored inks, pencil and ballpoint signatures. Quiet. Trouble-free. The photocopier that really saves paper.

**PHYLLIS is a good scout. She knew she* had *to lose when she read the facts. Read how you can* win. "*The Truth About Office Copying.*" *MAIL COUPON OR CALL TODAY FOR FREE BOOK.*

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Chicago, 228 N. LaSalle St.
STate 2-1383

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Los Angeles, 3671 W. Sixth St.
DUnkirk 5-2881

Gentlemen: I would like to have a 3-day FREE TRIAL of Copease in my office—without obligation ☐

Please send me a FREE copy of "THE TRUTH ABOUT OFFICE COPYING MACHINES" ☐

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Address_____

City_____ Zone____ State_____

For More Information Circle No. 281

DRY BEFORE IT HITS THE TRAY

Klean Write Super Emulsion Duplicating Inks!

Klean Write Super Emulsion Inks will revolutionize stencil duplicating! Run your finger over the copy as it comes from the machine—absolutely dry! No slip sheeting, no blurring, no soaking through! And yet, the ink can NEVER dry on the ink pad!

You've never seen anything like it! Copies as dark, sharp and clear as you get from *offset printing* . . . and that holds true whether you make 15 copies or 15,000 because Klean Write Super Emulsion Inks *cannot* damage your stencils.

A chemical miracle from the research laboratories of the Frankel Manufacturing Company, world leaders in duplicating supplies for 53 years.

In Liquid or Semi-Paste form, for use on any duplicating machine

Klean Write 726 SE Liquid
List Price $2.50 lb.

Klean Write 200 SE Semi-Paste
List Price $2.90 lb.

Special Discounts to Letter Shops

FRANKEL MANUFACTURING CO.
285 Rio Grande Blvd. • Denver 23, Colo.

Try it once—we know you'll never use anything else!

Frankel Manufacturing Company
285 Rio Grande Blvd. • Denver 23, Colorado

Please send me a trial order of Klean Write Super Emulsion Stencil Duplicating Ink. If I am not completely satisfied I will return the unused portion of the order and remit no payment.

Check One:
Klean Write 726 SE Liquid ☐ Quantity _____ lbs.
Klean Write 200 SE Semi-Paste ☐ Quantity _____ lbs.

Name _____
Firm Name _____
Address _____
City _____ **Zone** _____ **State** _____

For More Information Circle No. 383

A CHALLENGE PAPER CUTTER for your Duplicator Operation HELPS YOU...

Ideal for girl operators is this 19" Challenge Power Cutter featuring a special two hand safety control.

SAVE TIME

A Challenge Paper Cutter is the easy convenient way to make your duplicator operations more productive. You handle all your cutting and trimming needs right on the spot. No need to send jobs out. There's no unnecessary delay in handling. No waiting for delivery.

SAVE EFFORT

Challenge Paper Cutters are easy to operate. They require very little effort and no previous experience on the part of the operator . . . and they are real production cutters handling 2 inches or more of paper at one cut.

SAVE MONEY

A Challenge Paper Cutter enables you to buy paper in the most economical sizes . . . print it in "multiple forms" more efficiently . . . run off-size jobs from standard stock . . . and reduce waste.

Challenge makes both power operated and hand lever cutters — in the sizes most widely used by duplicator users — 19" through 30". See your Duplicator Equipment Dealer or write Challenge for complete catalog.

PC-108

Challenge®

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by the office you keep...

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For details, call your local DeLuxe dealer or write us direct.

DELUXE METAL PRODUCTS CO. *Division of Royal Metal Mfg. Co.*
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DM-59-06

DELUXE

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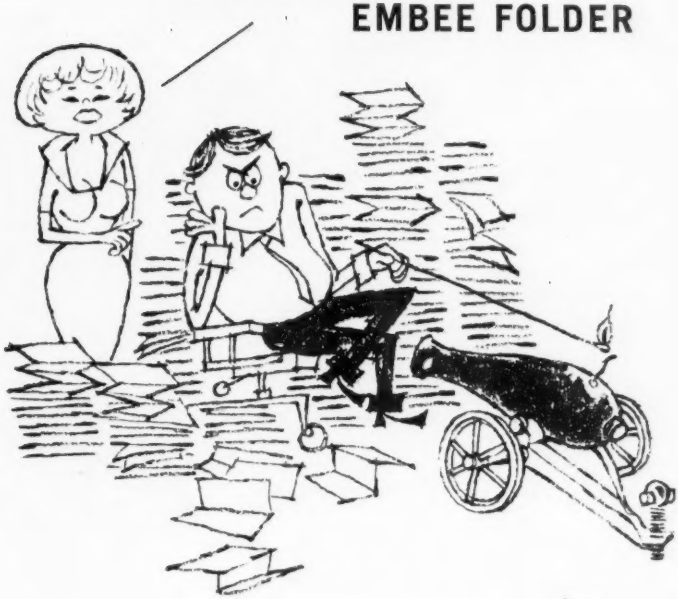
Really, George, there's no need—
The Boss just ordered an

EMBEE FOLDER



A small, attractive Davidson EMBEE FOLDER can fold 12,000 8½" x 11" sheets an hour. What's more, it leaves all fingers of both hands free to count the savings in time, labor, bother!

Two EMBEE models. Model 230 folds sheets up to 9¼" x 18". Model 360 folds sheets up to 13¾" x 27". Four basic folds—with an infinite number of variations. Just turn simple screw adjustments to folds desired, slip sheets in back, and *presto!*—neatly folded sheets are stacked for you at the front. And the Embee is the only small folder that *slits, scores and perforates* by using easy-to-slip-on attachments! And neither of these EMBEE models costs anywhere near what you'd expect! Write us today for free brochure and name of your Davidson Distributor!

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OM-8-59

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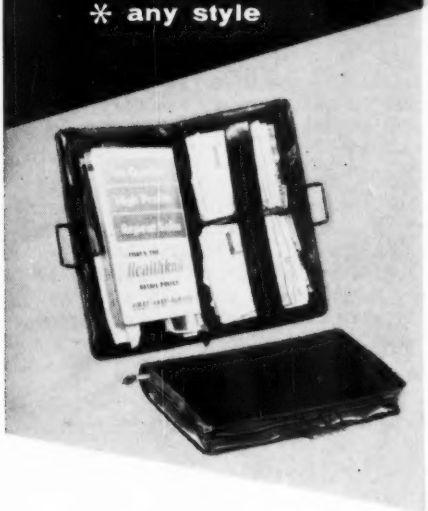

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This letter to you is too important to mail

Waterman-Bic Pen Corporation

factory / one waterman place, seymour, connecticut / TUxedo 8-2561

Dear Friend:

May I introduce myself? I am C. A. Chanaz.

You have heard about the recent combination in the U. S. of two internationally famous pen companies to form the Waterman-Bic Pen Corporation. But, as our new president, I want you also to know the real meaning of Waterman-Bic to you, who sell pens, and to the American consumer.

ABOUT OUR COMPANY: Waterman invented the modern fountain pen in 1874 and for 75 years has been a symbol of quality. BIC, starting in France, has achieved an incredible success throughout Europe, Africa, and South America, with a popular line of ball pens of excellent writing quality, mass distributed at reasonable prices. Waterman-Bic now join unmatched craftsmanship and industrial ability to give America quality writing instruments in all price classes.

ABOUT OUR PROGRAM: We will continue to make Waterman's fine pens. We will manufacture the fabulous line of Bic ball pens with new high precision equipment already in operation. We will try always to develop new and better writing instruments.

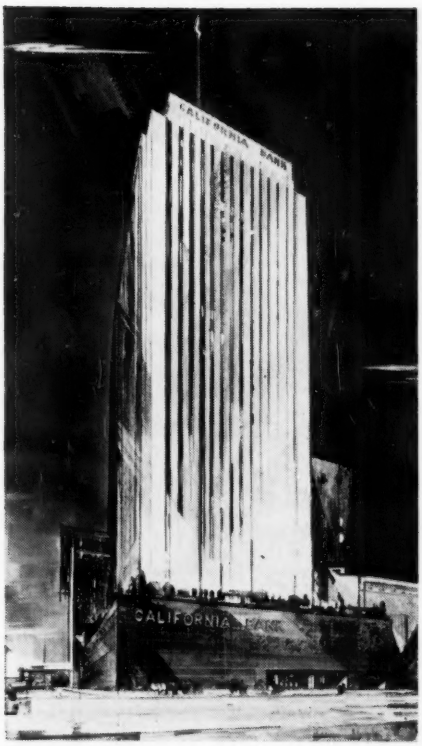
ABOUT OUR THINKING: We will keep faith with distributors and dealers in every promise. We will support our line with advertising and promotion. We will establish fair distribution policies and live up to them honestly. We will maintain quality of product always.

We are now emerging from a transition period to become, we believe, the rightful inheritors of the proud Waterman and BIC names. I thank you personally for the understanding and cooperation shown us while we have been getting organized. And I pledge you my cooperation ... now and for all time in the future. We need your help and we will work very hard to deserve it.

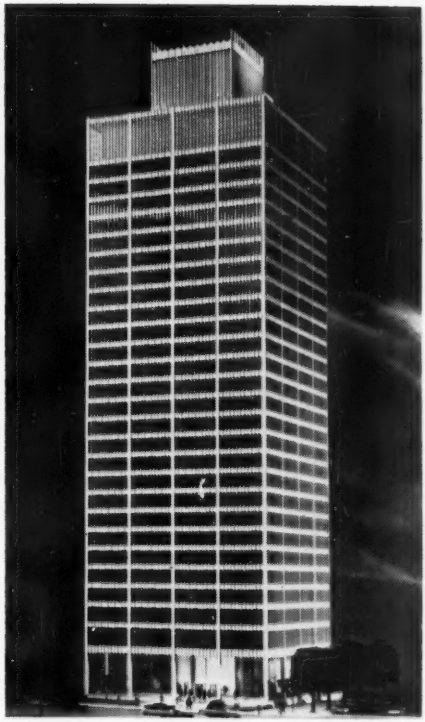
Cordially,

C. A. Chanaz, President
WATERMAN-BIC PEN CORPORATION

Camera!



Aluminum panels, finished with gray porcelain enamel, will distinguish the 18-story California Bank Building in downtown Los Angeles. It will be the first building exceeding 13 stories to be erected in Los Angeles since the repeal of a height limit restriction in 1956. Designed by architects Claud Beelman & Associates. Metalframe, Inc., Los Angeles, is fabricating the window-wall units from over 100,000 lbs. of aluminum supplied by Aluminum Co. of America.



The 32-story, $20 million building of Michigan Consolidated Gas Co. is scheduled for completion by mid-1962. To be located near the river in Detroit's new Civic Center, the structure will occupy an entire city block. Architect Minoru Yamasaki designed the 4800 elongated hexagonal windows to eliminate all horizontal lines from the superstructure and emphasize vertical columns and window dividers extending in spires above the roof line. Colored lights in building's crown will indicate weather forecast.

←For More Information Circle No. 410

Based on new Illuminating Engineering Society recommendations, the planned office lighting exhibit of Niagara Mohawk Power Corp. features Color-ceil by Silvray Lighting, Inc., Bound Brook, N. J., using General Electric's Power Groove fluorescent tubes.

Sturgis posture chairs upholstered in vinyl-coated fabrics developed by Landers Corp. are used in the new offices of the Marine Office of America, New York. The durable Versilan upholstery is soil-resistant.

Automatic Type Composing System

J. Schiller, Inc., Linden, N. J., offers customers a complete service from conversion of their existing systems to the printing of a publication. Vari-Typers (left) set text in attractive types on file cards which may be punch-coded so that one file can be used to prepare different publications. For example, a customer may want a price list and a parts list in two different publications; or a series of cross-index publications, such as a telephone directory printed by individuals and by departments. The cards are machine sorted for the exact information needed in each publication. One file drawer containing 3825 cards is equivalent to a ton of metal type.

The Foto-List machine, made by Vari-Typer Corp., is completely automatic. Information file cards are fed to the machine which records lines on film at 7200 lines per hour, until maximum page depth is reached. It then begins another column for another page. The negative is ready instantly for platemaking.

Offices in Cotton and Leather

This scene from the National Cotton Council's film, "Tomorrow's Textures," showing the use of cotton in the office was taken at Remington Rand's exhibit at Design Center for Interiors, New York. Clothes, chair and wall coverings are cotton. Furniture is Aristocrat modular.

Office conversation piece is the "leather leaner" for tired executives. The hanging strap won $1000 design award for Waldheim-Koepke Associates of Milwaukee at New York's Design Center for Interiors. Office, designed by George Reinoehl of Executive Furniture Guild, features furniture by Stow & Davis Furniture Co.

USAF Machine Can Read and Write

The U. S. Air Force Air Research & Development Command and the Intelligent Machines Division of Farrington Mfg. Co., Arlington, Va., have developed the MX-2021 Print Reader which can read typewritten numerals, upper and lower case letters, and punctuation marks; translating them into electrical signals at 200 characters a second on punched tape, punched cards or magnetic tape.

Joyce Kabrich (left) inserts pages in the machine's scanner cabinet while Howard Silsby, Farrington engineer, checks punched paper tape on output console.

Marie Colangelo (left) secretary at the Rome (N. Y.) Air Development Center's Intelligence Laboratory, "races" the Print Reader in reading and copying printed material. RADC project engineer George Shiner (center) holds the stop watch. Marie did 60 words a minute while machine did 2400 words.

Working On Wheels

A 50 x 10 ft. trailer houses offices of the design staff of Mayflower and Plymouth mobile homes at Torrance, Calif. Trailer has built-in drawing boards, blueprint and storage cabinets, desks, and a private office for the executive in charge.

Interior of the Dodge truck's 10-ft. Merchandiser body made by the Boyertown (Pa.) Auto Body Works. Shop on wheels uses customers' electric power to service their machines on the spot.

H. G. Bancroft, Inc., of York and Lancaster, Pa., has increased its office machine contract maintenance business by using a repair shop on wheels. Firm services 3000 machines a year in this manner.

Jack Freborg (left) of Horder's Stationery Stores, Chicago, and Dotti Kienast of Higgins & Hegner, watch Jose Ruiz (center) of Eagle Pencil Co. finish a Prismapastel drawing at the opening of Horder's art materials department.

When Braniff Airways' office in Texas needed five large executive desks in a hurry, Bentson Mfg. Co. of Aurora, Ill., put overhang desktops on a plane and their dealer, Industrial Office Supply, assembled the required desks in Dallas.

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- extraordinary versatility—executive correspondence or perfect originals for all copying processes
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*U. S. PAT. NO. 2508725

M-50 RIBBON BY *Columbia*®

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COLUMBIA RIBBON & CARBON PACIFIC, INC., DUARTE, CALIFORNIA

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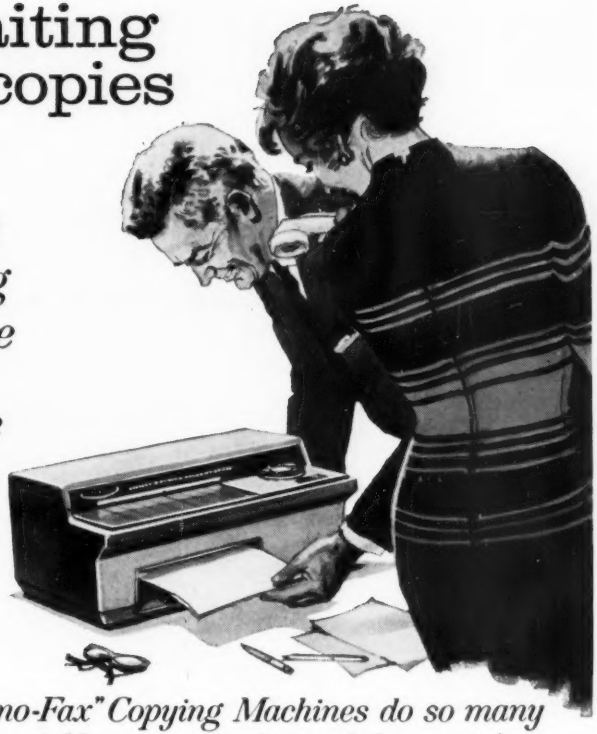
No waiting for copies

with the fastest copying machine that anyone can use



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Here's the quickest copying method of all. The simplest, too. Because it's completely electric, your "Thermo-Fax" Copying Machine is ready whenever you need it. No chemicals to bother with. No negative to make before getting a completely dry copy for instant use.

It's so fast and easy that *anyone* can copy needed information in just 4 seconds. It's so versatile that many also use it as a billing, accounting, addressing and labeling machine. To learn how it can speed your office systems at low cost, call your local dealer. Or mail the coupon.

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- Automatic Feed
- All Electric Operation
- Easy Adjustment
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- Full Guarantee

Makes seven most popular office folds . . . completely automatic

$149.95 plus FET

Opens average office mail in less than a minute . . . up to 400 pieces every sixty seconds . . . Completely automatic.

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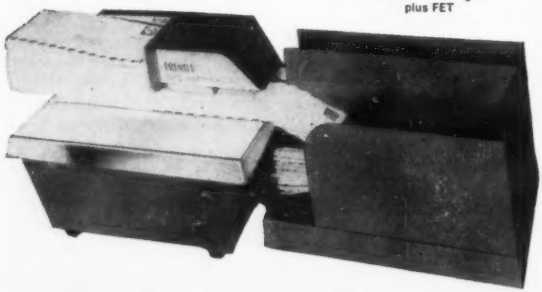

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All electric envelope opener

High performance features at a budget price!

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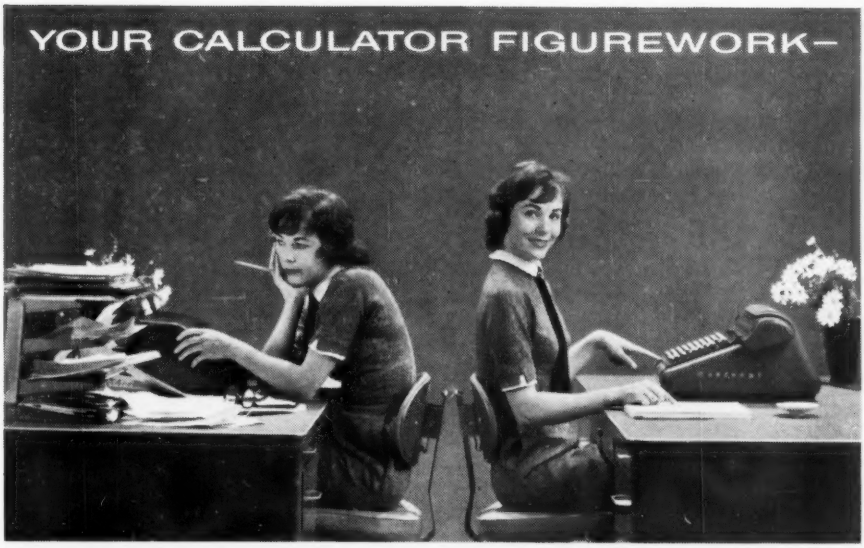

stop and go or steady flow?

Swift, steady figuring is easy with the Marchant transflo *—a new kind of automatic calculator that takes "backtracking" out of multi-step figurework*

The unique back transfer mechanism of the new Marchant ***transflo*** is designed to help any calculator user perform multi-step figurework with greater ease, speed and sureness than ever before.

One touch of the *transflo's* back transfer key instantly and in a single cycle puts an intermediate result of a multi-step problem back into the keyboard dials without the tedious re-entry of each digit by hand.

By moving figures swiftly from dial to dial, the ***transflo*** virtually eliminates stop-and-go scratch-pad jotting and minimizes chances for operator error. Figurework gets done in much less time. New savings are made.

See a ***transflo*** demonstration on your own figurework by calling any Marchant office. Or write, on your business letterhead, for further information.

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For typewriter and tabulating machine use, the DURALON ribbon is producing amazing results. Here are typical dealer comments:

"XYZ company was highly complimentary about the DURALON ribbon—it outwore all previous ribbons!"

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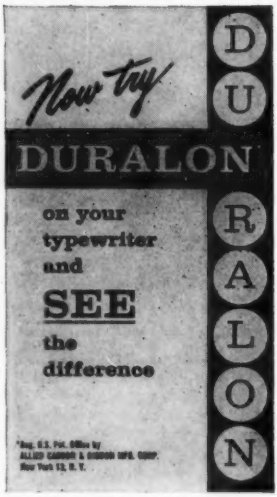
"DURALON" is a new, exciting, synthetic typewriter ribbon fabric developed through Allied research, which combines in a single fabric the advantages of many fine fabrics.

Its fabric wear and resistance to cutting suggests its similarity to nylon. Yet, its far greater ink capacity makes possible a uniformity of impression in a variety of writing strengths not possible with other fabrics.

The result—a typewriter ribbon that yields impressions of unbelievable fineness and cleanliness. Its wearing quality makes it an outstanding value at a price just pennies over the higher priced cotton ribbons.

Let the Allied man show you DURALON and other items in our complete line of duplicating supplies, designed for today's needs to outperform today's competition—and you'll begin to appreciate the value of an Allied franchise—with its policy of sales through limited, authorized dealers only.



Among the world's finest duplicating products: Flagship patented metallic back carbon paper, Flagship carbon paper ribbons, Offset ribbons, Tabulating ribbons, Addressograph ribbons, Diazo ribbons, Hotel Register carbons, Artist transfer carbons, School packs, Carbon binders, Spirit carbons, Stencils.

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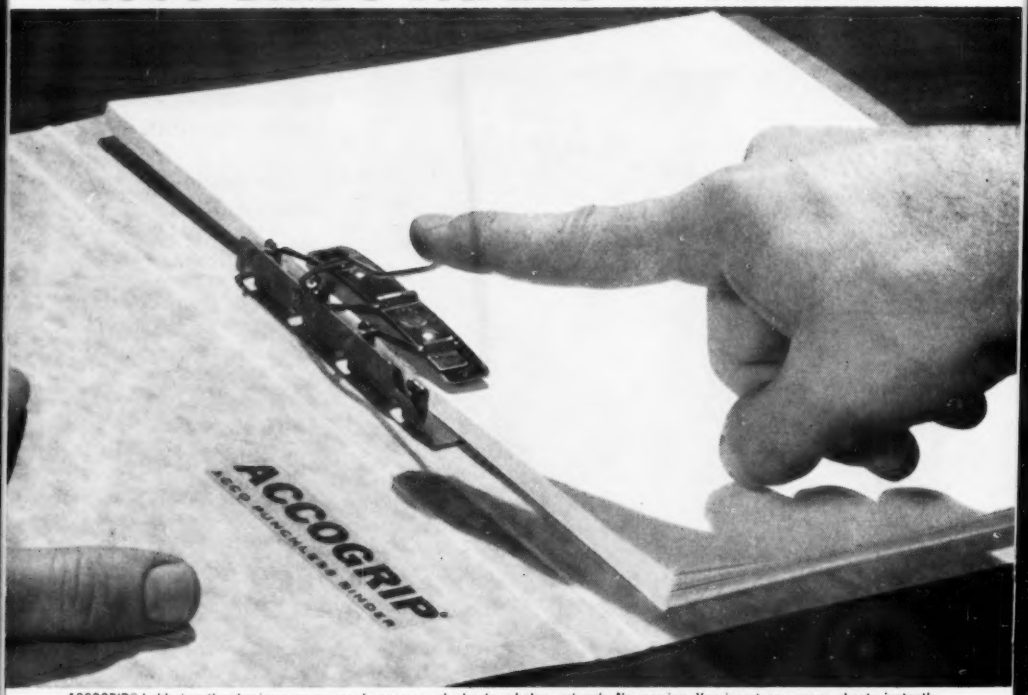

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SURE GRIP. Test it yourself! Accogrip has ½" capacity—yet holds even one sheet securely. Contents stay put until you release spring-action grip.

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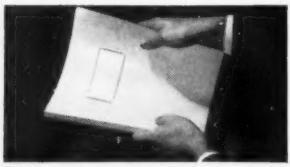

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50 YEARS of leadership in binder design and filing systems precede Accogrip. Now at office outfitters everywhere. Or write: ACCO PRODUCTS, Division of Natser Corporation, Ogdensburg, N. Y. In Canada: Acco Canadian Co., Ltd., Toronto.

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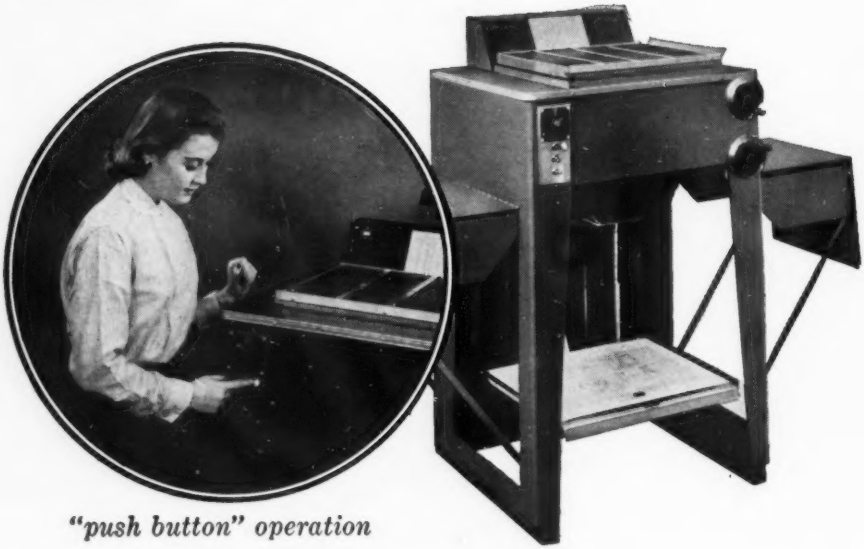

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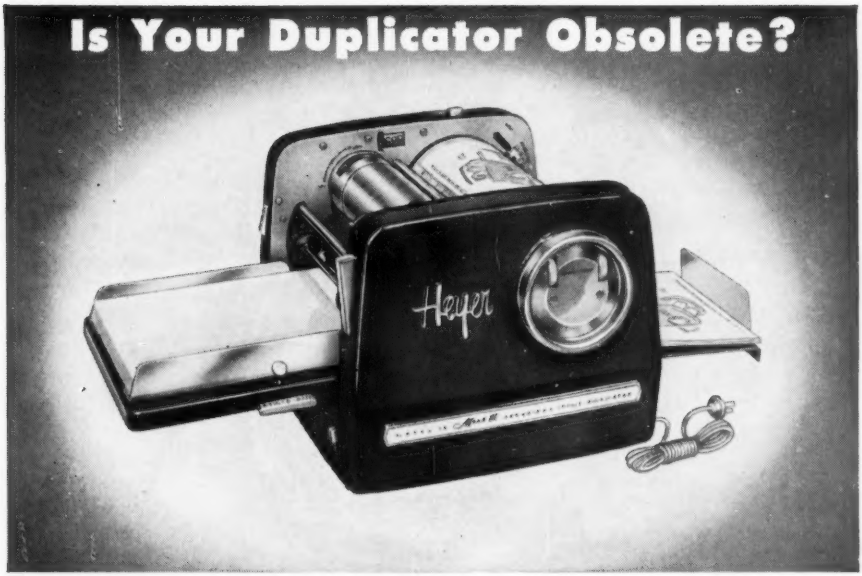
For More Information Circle No. 259

Is Your Duplicator Obsolete?



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Check your duplicator for these signs of wasteful obsolescence

- ☐ Can't handle papers from newsprint to cards
- ☐ Can't raise or lower copy on sheet
- ☐ Doesn't have perfect registration
- ☐ Doesn't feed to last sheet
- ☐ Has tricky side rubber adjustments
- ☐ Can't produce 110 copies a minute
- ☐ Doesn't have reset counter to conquer paper waste
- ☐ Doesn't have visible fluid supply
- ☐ Doesn't have fluid control
- ☐ Doesn't have pressure control
- ☐ Doesn't have feed tension control
- ☐ Doesn't have permanent instructions on machine
- ☐ Copies come out face down

Heyer didn't set out to make any duplicator obsolete. Our aim was to build a machine that would do more than any other—things others thought impossible—and to price it more attractively.

To do this we incorporated such important features as Copy Positioner Control for easy raising and lowering of copy on a sheet—Visible Fluid Supply to show fluid level at a glance—Permanent Instructions, *right on the machine*—and a highly visible reset counter to conquer paper waste. On electric models, we added Automatic Start-Stop to eliminate trouble caused by forgetting to shut off the motor.

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For More Information Circle No. 237

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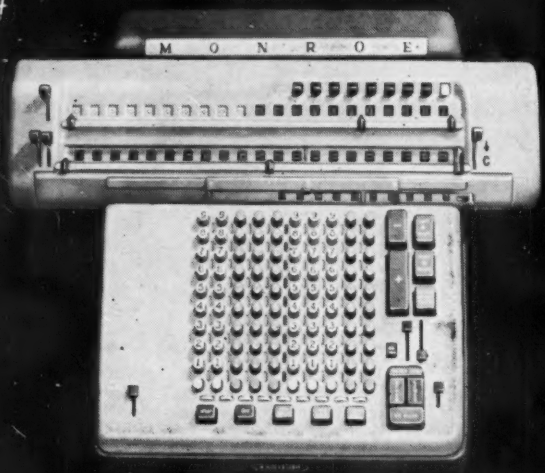
*Timeandprofit



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For More Information Circle No. 230

The Paperwork That Made Alaska Our 49th State

HARLAND L. CLARK, Supervisor, Records Management Division, Department of Finance, Juneau, Alaska

STATEHOOD was not a sudden thing . . . there was no scream of an eagle and then the sudden twinkling of the 49th star. Lots of time had been given to thinking about the whole changeover to statehood, but no formulas for creating this new Alaska could be devised in advance.

Why these problems? Didn't the constitution, framed more than two years before statehood, spell out the type of government the new state would have? Yes, partly. Then, what factors make this such a knotty problem? There are many factors, some not yet identified. Three loom as the most challenging: (1) assuming state duties from the federal government; (2) gaining control over natural resources, transportation and public works; (3) reorganization of state and local governments.

First consider the pure transition from territorial status to statehood. This encompasses absorbing certain functions from the federal government that implicitly belong to the state. The operation of the office of Governor, which includes the Secretary of State; the state criminal justice administration, including the state courts and jail systems. These were federal responsibilities under territorial status. The paperwork problems involved in the transfer of the Governor's functions, the courts, etc., will not all be known for sometime, but here are some points along the way.

Just prior to the passing of the statehood act, the Federal Archives & Records Service, Seattle, made a partial inventory of the Governor's office records. As a result, some of the older historical records were transferred to the Federal Records Center in Seattle, some useless old records were destroyed, a new filing system was devised, and a subject classification and filing manual was prepared. The federal process is slow and the approved results had not reached the Governor's office by the time the new state took over. The acting governor[1], finding old records consuming considerable space, called in the state records management people. They re-inventoried the records, set up a retention and disposal schedule, destroyed useless records and sent the equivalent of 25 file drawers to the state records center for permanent preservation. As expected, some valuable archival items were found among the records.

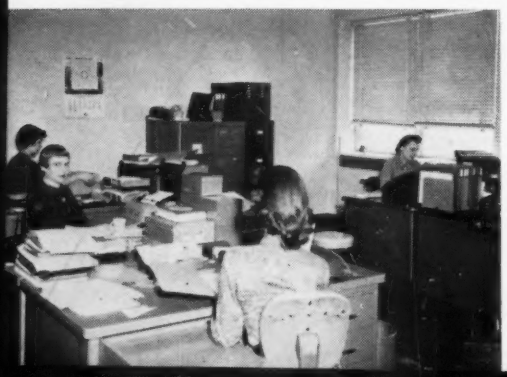
Of all the diversified phases of the transition to statehood, the realignment of the judiciary probably will be the most perplexing. The question is how to achieve a rapid transition without bankrupting the new state or further

[1] Secretary of State H. J. Wade became Acting Governor soon after inauguration, due to the illness of Gov. William Egan.

Federal and territorial office building in Juneau houses governor's office, chambers of the two houses of legislature and many federal offices. Formerly federal property, building now belongs to new state.

constricting the inadequate judicial services rendered by the federal government. Recent legislation sets the framework for state supreme and superior courts and provides for a sophisticated exercise of the three-year transition period permitted by the statehood act, if required. Some legal and constitutional problems emerged to challenge the validity of the federal judiciary operating as a state system. Regardless of the controversy, the general feeling is that it will require a minimum of six or eight months to accomplish the three basic objectives necessary to activate the state court system. First is the appointment of the judicial council to assist the governor in appointing the judicators of the various courts. The second is to establish our supreme court, which will function as a planning body to prepare the necessary legislation, rules for court administration, practice and procedure. The supreme court will also coordinate the establishment of the judicial system with the development of the state police system and the prosecutors' functions in the department of law. The remaining objective is to appoint a judicial administrative director who will, among other things, arrange for physical facilities, such as court rooms and office space; determine personnel needs and arrange for their employment; develop administrative and clerical procedures; and prepare budget estimates for the court system.

This corner in a Dept. of Administration office typifies the neatly congested conditions prevailing throughout state offices in Alaska.



It would be empty boasting to suggest we have a definite plan for the orderly absorbtion by the state of the federal penal institutional system. Our state police were prepared to assume the functions performed by the U. S. Marshal in Alaska, and will probably serve the criminal processes of the state courts, as well as provide the transportation and temporary custody of prisoners. Actually little can be done about the prison system itself until legislation is enacted and money appropriated for the costs. These costs will be considerable because Alaska is without facilities of her own for the care and custody of prisoners. State prisoners will no longer be eligible for admittance to the federal penitentiary at McNeil Island. The state can build its own facilities and move the prisoners; secure ownership of the federal prisons and

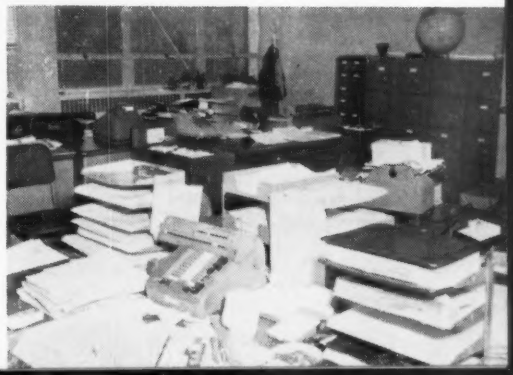
detention facilities in Alaska; or contract with the U.S. Bureau of Prisons to handle the state prisoners on a fee, or subsistance basis. Imagination runs rampant pondering the paperwork involved in any alternative. There will be contracts, agreements, rules, regulations, hearings transcriptions, security lists and property inventories; the designing of forms, reports, etc. This is another area of new expense and apt to be the most costly in the transition.

Historians may believe that the control of natural resources and public works is the easiest part of the transition. Certainly the timing isn't as acute as in some other areas. Because acquiring control of our natural resources, highways, airways and public works ranked high as an impetus to statehood, much time and work will be required to deal with the federal agencies involved to attain an equitable settlement. Involved in the gradual transfer will be the departments handling public lands, highways and public works, aviation activities, fish and game control, forest, agriculture, mines and others. The extent of paperwork encountered in the transfer of these functions will depend on how quickly, and to what extent, the personnel, property and facilities are transferred. To effect a number of the transfers, both federal and state legislation will be needed. Timing the transfer of certain functions is partly controllable by the federal government, partly by the state, and some by mutual agreement. For instance, federal control over fish and game cannot be relinquished to the state until we enact laws to make adequate provision for the administration, management and conservation of the fish and game resources. The actual transfer also depends upon several actions and the very soonest this could take place is next January 1. This one facet of the transition will require an abundance of paperwork since it requires drafting and redrafting a law, or laws; promulgating rules and regulations, holding public hearings and publishing the transcript; developing manuals of procedure; devising forms, licenses, applications for licenses and reports; and setting up filing and other clerical systems.

The Alaska office building in Juneau where are located administrative offices of many of the principal departments of the state government.

Now think of the clerical work involved in the acquisition by the state of the public land provided by the statehood act. Alaska may select 102 million acres from the public domain, and

Accounting office of Alaska's Dept. of Education reveals the universal need for additional office space by the growing state government.



400,000 acres within national forest. The state must stake its claims for the land much the same as a homesteader, or miner. Outside of a 90-day priority given it by the federal government, the state will be competing for the land with those wishing to homestead, or stake out mineral or oil claims. The state will even be competing with itself because a separate one million acres are to be selected to help support the state's mental health program. There are many complications to acquiring the land—all involving new and old records: charts, plates, descriptions, surveys of wanted and unwanted land; applications for title with supporting papers, search of records, title transfer, deeds, etc. You may have read that this doesn't have to take place immediately, that ten years are allowed to acquire the million acres for the mental health program and 25 years for the 102 million acres of public domain. True, but the longer the selection is put off, the greater the chance that any choice, or usable, land may be gone. This is perhaps the most anxious area of the transition for the federal government, and the Bureau of Land Management has greatly augmented its Alaska staff and facilities to handle its end of the operation.

Tabulating equipment in Alaska's Dept. of Administration handles centralized accounting and payrolls of state agencies.

The last of the three largest areas of paperwork involved in the transition is the reorganization of state and local governments. Of immediate concern is the state government. The Alaska state constitution calls for a government structure of not more than 20 departments, whereas some 50 agencies, commissions and boards operated before. The statehood committee, believing that the reorganization should be accomplished only after an objective study and analysis, contracted the job to the Public Administration Service, a Chicago consulting, research and publishing firm. Its proposals were closely paralleled in the adopted plans. There are 12 departments, instead of the 11 proposed, but the proposed plan for the statewide merit system is almost identical. The problems here are to set up a statewide system, with standardized job specifications and wage and salary rates; promulgate rules and regulations covering hours of work, leave, vacations, etc., and merge into this new structure the former merit system which covered only three territorial departments. All of this is expected to consume several months.

About the actual reorganization of the executive branch of the state government, little can be definitely stated. No explicit plan has been revealed. "Caution in spending" is implicit in the new administration's actions. Most of

the state departments are housed in one building, except for their field offices. There is little choice, or flexibility in arrangement, of office space. In some instances, merging of departments means comingling their functional operations, records, space and facilities. In others, merging is little more than a clerical exercise, surrounding the appointment of a commissioner to head up the new department. The principal accomplishment is to satisfy one of the main objectives of the reorganization, *i.e.*, reduce the number of departments and thereby make the governor's cabinet, composed of the department heads appointed by him, a more effective and efficient advisory unit; and provide for centralization of administrative responsibility in the hands of the governor. More paperwork activity will be developed in the course of mixing the actual functional operations of the merging departments, or activities, than in the combining of their routine activities such as accounting, payroll, purchasing and budgeting. These functions were centralized a year and a half before statehood and since then standardized procedures, forms, reports, etc., have been in use statewide; whereas, the job becomes more acute in combining two or more functional operations which orbit in individual galaxies of procedures, forms, reports and opinions, systems, rules, etc. While the standardized procedures will aid significantly in maintaining the stability of things during the changeover, they too will fall victim to reorganization since the various accounting, purchasing, receipt and expenditure control codes and procedures will have to be revised.

Employer accounting at Alaska's Employment Security Dept. is done on modern bookkeeping machines.

Paperwork control was implemented by the enactment of legislation in 1957, creating the Records Management Division within the Department of Finance. This helped pave the way for a smoother paper transition to a state. Most obsolete records were destroyed or put in storage. At the termination of territorial status, 40% of the territorial agencies were inventorying and scheduling their records to obtain continuing authority for their orderly retention and disposal. Records management people also assisted agencies in reorganizing their records storage facilities; set up an intermediate centralized storage area for audit records not needed in day-to-day operations; and provided centralized storage for permanent records by improvising a records center in the National Guard Armory at Juneau.

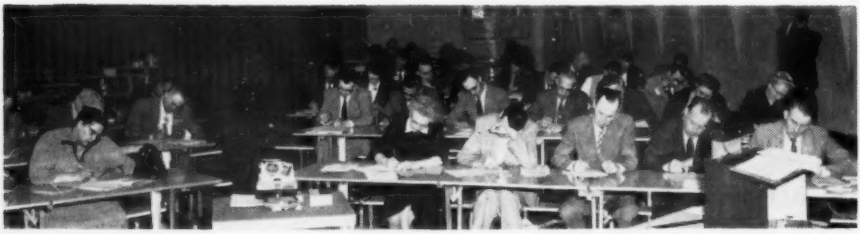
To control the creation of records, improve their quality, save on purchasing forms and equipment and improve the procedures in which records are used, records management

principles of forms control, simplified procedures, improved mail and file systems and workshops in correspondence, mail and paperwork management were being applied more than a year prior to statehood.

Known to a lesser degree is the amount of paperwork involved in the changeover of local government under statehood. This is because the Alaska constitution allows the new state time to plan its local government in a deliberate and orderly manner. Only a few simple things need to be done by the governor and the legislature during the first months of statehood. The enactment of legislation to make it possible for first class cities to obtain home-rule charters, is one. The second is the establishment of a department within the state government to handle local affairs. The adopted plan for reorganization of the state government provides that this be in the governor's office grid. To expedite this important function of the new state, paperwork will abound. This department will begin to develop a broad program of research, information and technical assistance for local government and the conduct of state-local governmental relations.

Another area of local government activity is the establishment of the Local Boundary Commission, provided for in the state constitution. This commission has to set borough boundaries, the only level of local government, besides cities, provided by the constitution. This department must establish and publish rules, regulations and methods for incorporating cities and for consolidation, classification, reclassification or dissolution of cities. It will also prepare legislation to confer powers and functions and impose limitations on cities and boroughs and regarding the composition of borough assemblies. It must take direct action in such matters as delegating taxing powers to cities and help organize boroughs; enact legislation to determine the relationship between local schools, city and borough governments; enact legislation with respect to service areas such as existing public utility districts, etc. Included will be a new Alaska municipal code.

Looking into the future, one cannot estimate a date on which it will be possible to say that either the state or the local government or any other part of the transition will be achieved. In each there is a backlog of work to which changing times, an expanding economy and a non-static governmental operation continue to contribute.



Supervisory personnel of Alaskan governmental agencies participating in a correspondence management workshop in Juneau.

The Effective Use of OFFICE MACHINES

HARRY L. WYLIE
Assistant Secretary-Treasurer, Pure Oil Co., Chicago

MECHANIZATION of operations is a means of solving the problems of performance and work production, and is applied when one or both of the following conditions exist.

1. *Increasing Volume of Clerical Details.* Clerical activities which are performed manually are arithmetically related to volume. Rarely is the manhour workload evenly balanced. There are periods of increased activities and pressure followed by "breathing spells" during which clean-up tasks are performed. Ordinarily management is aware of this variable work volume but, because it poses no visible problem other than some occasional overtime, there appears no need for corrective action. A business never stands still—it either expands or contracts. The conditions which cause expansion or contraction affect management's demands for control, as well as the need for operating, financial and statistical data. All these forces gradually exert pressure on the office. Taking the optimistic view that expansion of services is the more common, management accepts the need for additional clerical personnel as inevitable. If an order auditor or inspector can process 25 orders an hour, and if the number of orders increases to 50 per hour, no mathematical skill is required to know that two order auditors will be required—there is direct relationship between volume and the clerical manhours required to manually screen, record, duplicate and analyze data. This relationship is disturbed only to the extent that methods are changed by work simplification applications.

Mechanization, which puts some of the manual operations on machines, provides an attainment ceiling which permits the expansion of volume without the related increase in manhours. Clerical manhours are saved (a) by the use of machines to augment and facilitate clerical operations and (b) by the replacement of clerical manhours by machine hours.

2. *Increasing Cost of Clerical Man-Hours.* Considering the cost situation, as most executives do, the gradual and steady increase in clerical costs offer no impact except when the cost-income relationship gets out of balance. Companies stock-pile personnel much as they stock-pile materials during periods of uncertainties of supply. Whereas materials represent a capital investment which can be liquidated, employees represent a cost which is recurrent, and economically sustained only in terms of performance and productivity. Clerical costs can be controlled and, to a degree, limited by mechanization.

Time is always an aspect of cost in

two respects: (a) the *time involved* in the physical processes of paperwork handling and (b) the *elapsed time* during which data is being summarized for management. There is the obvious relationship between production time and cost—reduce one and the other is automatically reduced (for an established volume of work). Management is as much concerned about the *timeliness* of its control reports as it is about their cost. Mechanization provides a means by which the time element required for assorting, inspecting, computing, copying, recording, matching, comparing and summarizing can be reduced. Multiple statistical detail, which has a volume limit imposed by manual methods, can be handled with great speed and accuracy by machine methods.

Mechanization, much like the antibiotics, often has a side effect. It makes the handling of large volume details so easy, the tendency develops to generate statistics which would be impossible to handle manually. In many respects, management's decisions are tending toward the quantitative analysis of so-called facts which bear upon the decision. Mechanization permits the analysis of facts in such large volume and with such speed that decisions are becoming more mathematically certain of being correct. The narrow dividing line between the accumulation and analysis of a preponderant volume of statistical data lies in its economic use. Statistics arising out of the latent and unused capacity of equipment diminishes the economic value of mechanization, whereas statistics arising out of the capacity of the equipment to speedily assimilate a large volume of related and/or random facts will relieve management of the problem of analysis, screening and interpretation of mass data.

There are no valid and reliable standards by which management can determine if its capital investment in office machines is as large as it should be. There is no way to determine the extent of machine use except by analysis of the work and the survey of the tasks performed by the employees. The methods used in performance should be analyzed. From years of experience, there has been developed a thumb-rule which guides our attention to such office activities as copying, recording, checking, listing, computing and writing, for in those areas we find the opportunity to lighten the load of manual effort and substitute the use of mechanical and electrical energy. A machine operates faster than a person and provides a capacity for increased output not found in manual effort. Many small offices work overtime from time to time, engage part-time workers, and are on the threshold of "employing an additional clerk" in order to handle the additional volume. In most cases the investment in the proper machine would provide the needed capacity to permit present personnel to carry the increased load. Here are a few areas where investment pays off:

• *Copying Machines.* Good quality reproduction of 8½″ x 11″ sheets can be had from machines in price ranges to $400. Reproduction machines make exact copies of items such as letters, articles, orders, contracts, legal documents (usually 8½″ x 14″), circulars and other printed or typed mate-

Your Office Methods Can Be Improved

This is the first in a series of articles, covering the basic office functions and procedures, in which Harry L. Wylie, office management authority, shows how office methods can be improved—especially in the medium sized and smaller company. Mr. Wylie details practical steps to more efficient clerical practice and cites specific areas where savings in time, space and personnel can be realized. Each article will analyze one phase and point out ways in which it can be improved.

Harry L. Wylie is also the author of several books on office management and editor of NOMA's Office Management Handbook. Winner of both the Schulhof and Leffingwell Awards, 1950, Mr. Wylie is a practicing management consultant and assistant secretary-treasurer of the Pure Oil Co., Chicago. A graduate of Ohio State University, he is a professor of industrial management at Northwestern University.

rials. About 20% of the typing in an office comes from *retyping* that which is already in typed form and from which a copy or copies are made. These machines use sensitized paper which is susceptible to light; make negative (white-on-black) and positive (black-on-white) copies using either the wet or dry process of development. They are easy to operate, fast, and take up little space. Because they make exact copies; checking, verifying and proofreading are not required. Copying machines can be used to make master copies for volume runs on duplicating equipment.

• *Electric Typewriters* have their best advantages in (1) speed of operation; (2) increased production; (3) multiple-copy work; and (4) evenness of type which produces attractive letters. In normal situations productivity of the typist is increased from 17% to 25% after she becomes adjusted to the touch and operation of the machine. This increased productivity arises in the main from the elimination of fatigue. Electric keystroke and carriage return reduce fatigue which takes its toll in efficiency. Electric typewriters are particularly advantageous in multiple-copy work and where double runs would be required to produce the desired number of copies by manual typing.

• *Sorters.* Every office has filing problems and management pays little attention to this bread-and-butter activity which preserves and protects valuable (as well as worthless) data. Sorting items before filing is the time-consuming part of the operation. A simple, inexpensive piece of equipment permits the file clerk to remain seated

while sorting, also provides a convenient means of carrying the items to be filed to the files. If time is the problem, a sorting device will be a partial answer, and will save time.

• *Duplicating Machines.* There is always room for argument and healthy difference of opinion as to whether an office should provide its own services or use outside service organizations. Some executives are of the "do-it-yourself school" and, wherever possible, duplicating becomes the responsibility of the office service manager. Several machines are available in various sizes, costs and capacities to handle this work. Spirit, stencil and offset machines provide a range of applications. Stencils or masters may be made in the office by the typist, and quantity duplication obtained at little cost. Many offices design and run their less complicated forms.

• *Check Protectors* are more for protection against check hiking than increased productivity or reduced expense. However, a case can be made for efficiency because checks can be completed as to the "dollar and cents" portion faster on a checkwriter than by typewriter or by handwriting. Appearance is also a consideration.

• *Adding Machines.* Most offices do not have sufficient adding machines to meet the demands of the work. Manual or mental arithmetic is a most unsatisfactory business method. Many tasks requiring listing and adding actually require a tape (such as adding checks for deposit) for the record. Calculating machines ordinarily do not provide such a tape and mental addition provides nothing except doubt as to accuracy. However, calculating machines are available with printing devices that produce a record of the computation. Time is lost whenever an employee must wait until a machine is available, and efficiency suffers. The small capacity, credit-balance machine is well suited for small office operations. If more than one column is added simultaneously, a multiple capacity machine is a sound investment.

• *Calculating Machines* for multiplication and division, and limited addition and subtraction where no tape is required, will speed clerical operations as much as 25%. In comparing longhand division and multiplication (when the figures run into several digits) to machine, the latter is 300% to 500% faster. Many offices have no calculating machines. At least one such machine is a must in most offices. The ever-present scratch-pad may indicate where manual mathematical calculations are being done. Close observation of the average manual calculation will indicate that normally a check and recheck of the extension is made which further compounds the loss of time. Availability of equipment touches upon the convenience factor so essential to developing the habit of machine use for the occasional task.

• *Dictating and Transcribing Machines.* There is probably no office service which has been converted from manual to machine operation in greater volume than office correspondence. The reasons are easily understood—waiting time (waiting for the stenographer to be available) is reduced; time spent in taking dictation is eliminated; time previously wasted is converted into

(Continued on page 168)

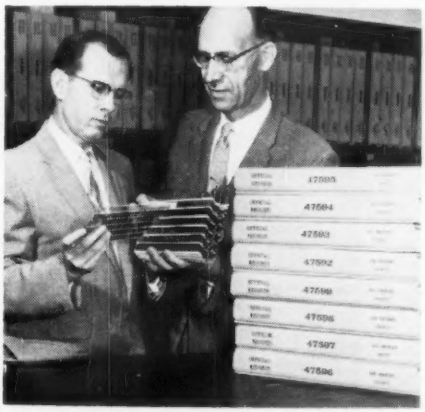
Los Angeles County Recorder Is Now Using Microfilm

PAUL B. HARDER

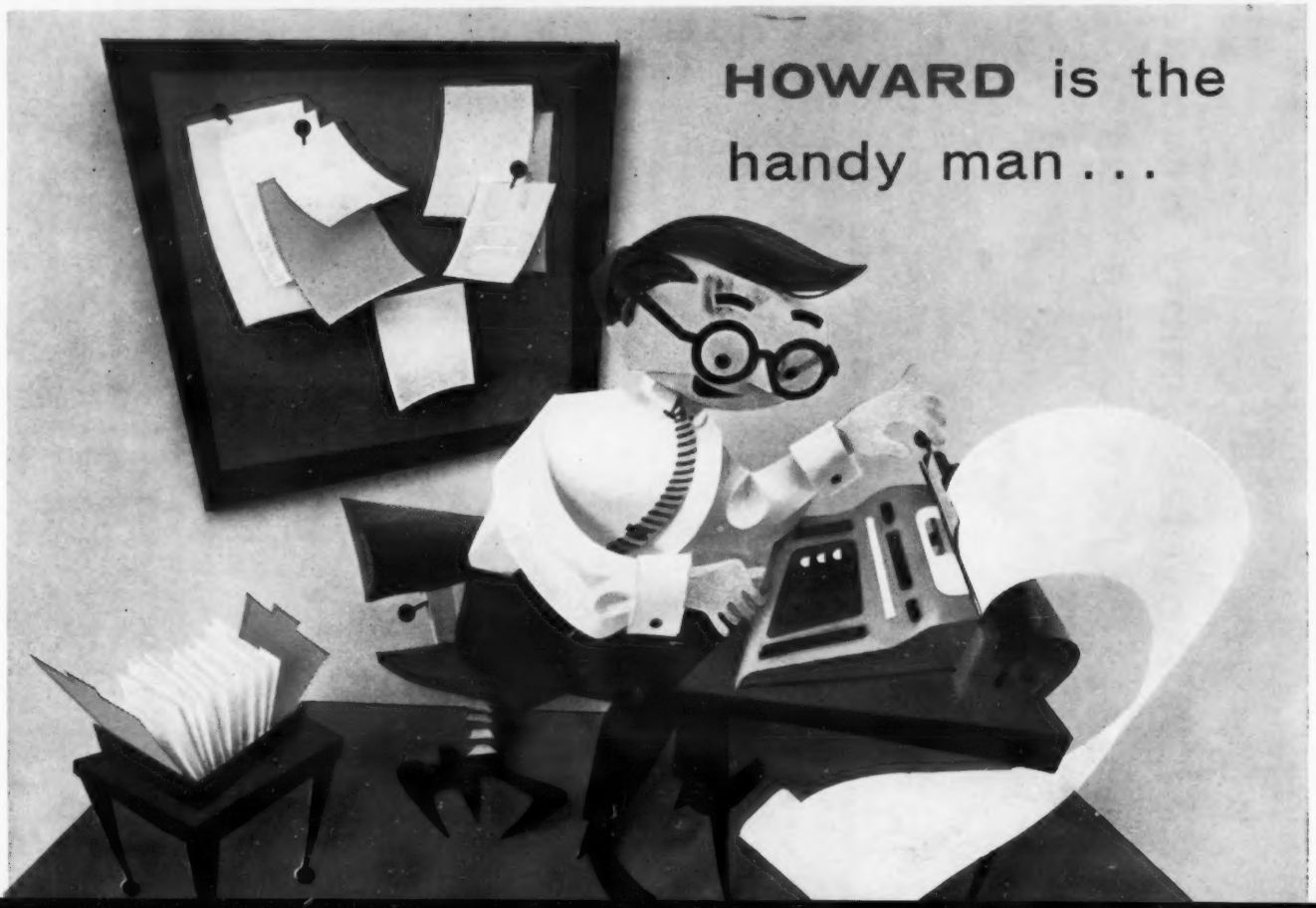
STATUTORY DEMANDS have caused several of the nation's larger recording offices to experiment with microfilm as a means of cutting the material costs and storage problems of their operations. Nowhere has the effect been more dramatic than in the office of the Los Angeles County Recorder where the happenings of 5,900,000 people and 1,700,000 parcels of land present recording, storing, handling and public examination problems of staggering magnitude.

State codes make it the duty of the county recorder to accept for filing a wide variety of legal documents and instruments. Most of the originals must be returned, so a faithful and permanent copy of the documents must be made and filed by the recorder. The files thus created are available to the public and reflect the daily activities of each county resident: his birth, marriage, death and interest in real and personal property.

Prior to April 1, 1958, the L. A. County Recorder's method of handling this task had been through the conventional photocopy process. Full-sized photocopies of all documents were made, bound into books of 450 pages each and shelved for public use. Though quick, faithful and permanent, the photocopy system presented several problems: storage, lack of accessibility and expense. As of April, 1958, 81,000 bound volumes dating back to 1850 took up close to 45,000 sq. ft. of storage space in three widely separated buildings in congested downtown Los Angeles at an estimated annual storage



Kenneth Hahn (left) of the Los Angeles County Board of Supervisors and County Recorder Ray Lee with the jacketed microfilms of all the documents contained in the eight volumes at right.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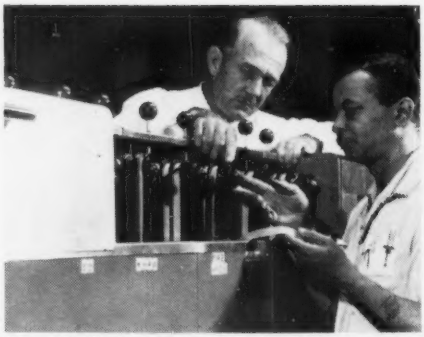
For More Information Circle No. 261

cost of $100,000. Photocopy paper costs alone averaged $600 per day and 13 volumes of records were produced daily.

According to County Recorder Ray Lee, in the first full year of microphotographic operation there was a decrease in departmental expense of close to $200,000. While the microfilm files were cutting storage demands by an estimated 85%, they were also providing almost instant accessibility to recorded documents. The original film negatives are stored in underground vaults to provide permanent records.



Harold Shaffer (left), head of the records reproduction division, and Walter Blair, chief technician, examine film spools of the Houston Fearless archival unit.

In September, 1957, after two years of studying other similar operations in private and governmental agencies, examining equipment, weighing claims for different sizes of film, makes of equipment and methods of operation, the L. A. County Recorder's office commenced a pilot operation on 16mm unperforated film. The effectiveness of those two years of research can be judged by noting that the pilot operation, with only minor changes, was extended to cover all incoming recordable documents six months later. It has now been in operation a full year.

Ray Lee, working with Chief Deputy Recorder Frank Daley and the head of his Records Reproduction Division, Harold Shaffer, found that through precise control of both the photography

Preparing developer solution for the Houston Fearless Labmaster processor (at left). This fully automatic machine develops, fixes, washes to archive permanence and dries 15 ft. of microfilm per minute.

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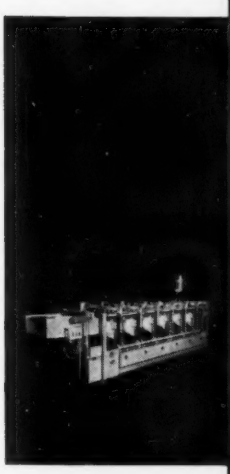

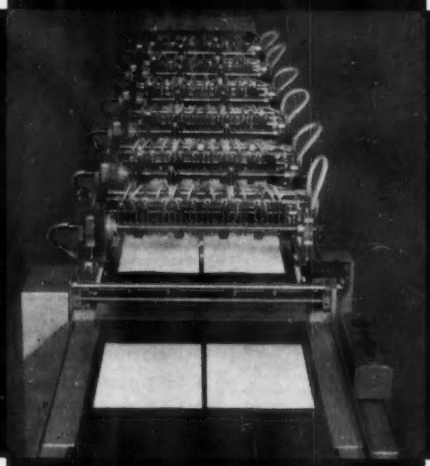

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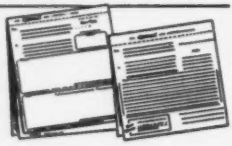

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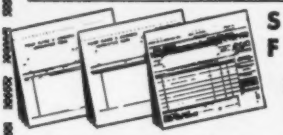

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and processing, satisfactory results could be obtained even though documents were reproduced at 1/18th their original size. The ease of handling and filing 16mm film appeared to justify the extra processing care demanded of this small (⅝″ wide) film. The possibility of error in the photographic phase was reduced to the minimum by using planetary (overhead) cameras. Operated by remote control, these Recordak cameras take up to 1200 shots on each 100-ft. roll of film. Exposure control is attained through regulation of light intensity.

Processing is handled by the Records Reproduction Division in a Houston Fearless Labmaster automatic microfilm processor. With self-contained turbulation pumps, refrigeration unit, air compressor and drying chamber, this installation permits the entire critical

Overhead Recordak 16mm cameras are used for sharpest images at 18-to-1 reduction.

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processing procedure to be performed without the possibility of human contamination or error and delivers dried and spooled negative at the rate of 15 ft. per minute. The processor has included within it an archival unit—an additional hypo eliminator and wash tank to assure archive permanence to the processed film. It is through the nigh perfect temperature and speed control maintained in this processor that film densities and contrast are held to ideal levels.

"This," points out chief technician Walter Blair, "is vitally important. If there is much fluctuation in either density or contrast in our original negative, we have to get the original documents back and shoot them over again. With an 18-to-1 reduction you don't have much room for error if you plan

Positive film prints of master negative are cut into strips of ten shots each and slipped into plastic jackets for use by the viewing public.

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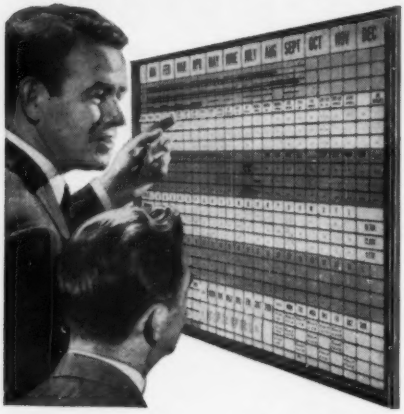

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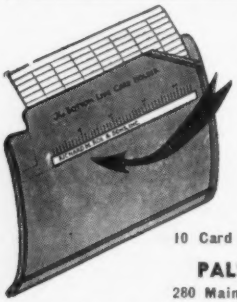

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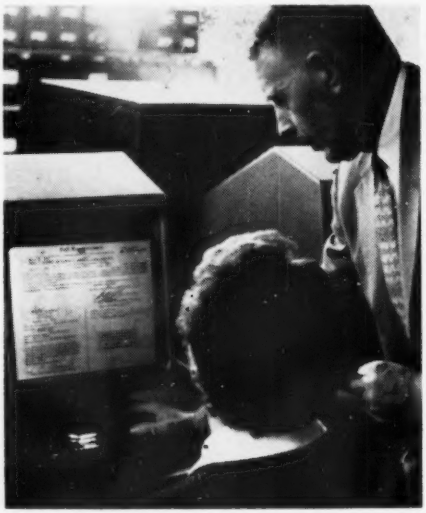
For More Information Circle No. 307

to have anything when you go back to original size."

Shooting and processing difficulties are rendered more complex by the wide range of originals received for recording. "Legal documents come in on everything imaginable," states Harold Shaffer. "We get them on butcher paper, wrapping paper and colored paper; written with typewriter, pen and pencils of every color. We had one this morning on green paper with blue and red typing. It really keeps you hopping."

Processed film is checked to determine that all documents were photographed in their entirety and that the film image is of top quality. Edited film, with retakes spliced in, is reproduced as a positive, the negative master going to the security vault for storage while the positive film, in plastic jac-



The public can examine microfilmed documents on viewers which project them 20% larger than original size.

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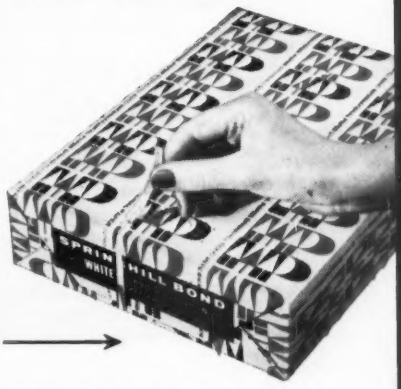

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For More Information Circle No. 323

kets, is made available to the public in rooms equipped with manual viewers.

Ray Lee is careful to point out that microfilm is not without its shortcoming in his department's operations. "Use of microfilm may delay the prompt return of the document," he observes. "It is not as simple to re-shoot, develop and splice in a new image when checking reveals an error in the original negative, as it is to rephotograph a photocopy record where checking can be done within minutes of initial exposure."

He also emphasizes the constant care that must be exercised in filming and processing when so great a reduction (and subsequent enlargement) is demanded. This observation is supported by Harold Shaffer and Walter Blair who, with continual use of densitometers and gamma strips, maintain daily control over image quality.

These limitations notwithstanding, the conversion to microfilm has been a success and its returns will increase over the years. It is estimated that over $100,000 in storage costs will be saved during the next ten years. Space planned for storage in the new Hall of Records now nearing completion would have been filled with book racks by 1970. Microphotographic recording will expand the limits of this space to 50 or more years beyond that time.

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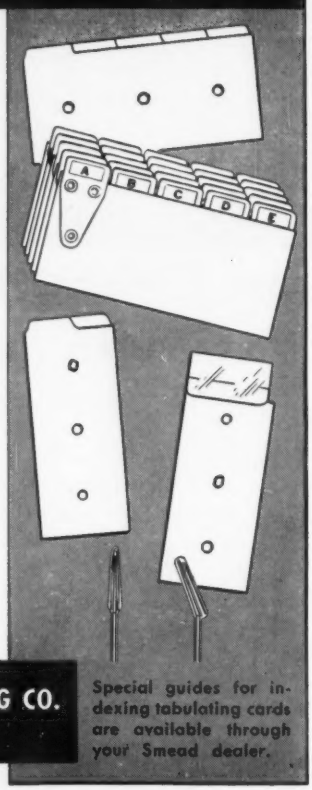

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For More Information Circle No. 238

AUTOMATIC SYSTEMS

Current trends in office automation including data processing.

An Electronic Printing Process

A HIGH SPEED electronic process that can translate computer language, and print or display the information up to 20,000 characters a second, has been developed by A. B. Dick Co. It can read and translate binary pulses directly from a computer or from magnetic tape, paper tape or punched cards; and either print the translation or display it on a television screen.

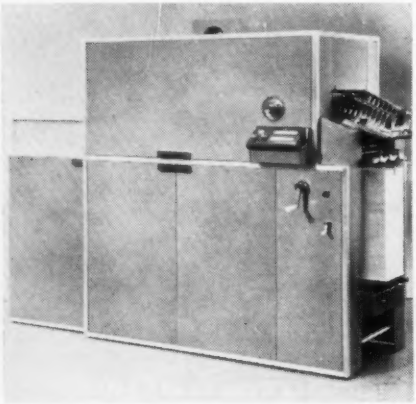
Called the Videograph process it is also adapted to operate as a facsimile system for high speed scanning and direct reproduction or transmission of graphic material such as original documents or microfilm. Computer or facsimile information can be reproduced on cards, labels or sheets up to legal size. A interesting feature of the process is that it will print out pictures of moving objects which pass in front of a television camera.

A prototype machine has performed web printing of facsimile or computer output copies at as much as 180 ft. per minute, or the equivalent of printing three 8½″ x 11″ sheets per second. The machine will reproduce pictorial, as well as alphabetic and numeric data.

The new system has been under development since early 1955, when A. B. Dick Co. began sponsorship of a research program at Stanford Research Institute. The research resulted in a special cathode ray tube, called an electrostatic printing tube, a basic instrument of the printing device.

The equipment is able to print material at a number of different geographical locations from a single sending source. It can reproduce graphic material and computer information simultaneously on one printed form.

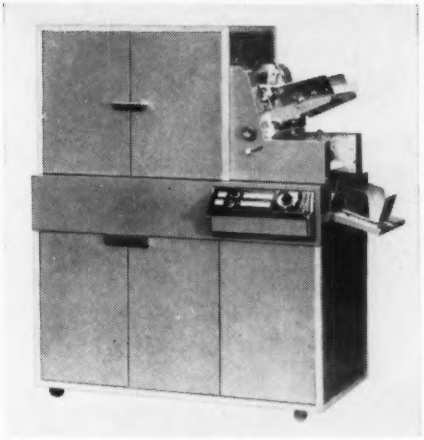
Since most electronic computer installations are capable of generating coded information faster than it can be handled by existing mechanical output



One version of the A. B. Dick Videograph printer with cabinet closed and open. Printer can operate remotely from scanner.

hicago, Illinois, July, 1959—This is a sample of copy from the new electronic printing process known as Videograph—whic
rints at the rate of 20,000 characters, figures or symbols per second. Developed and engineered by A. B. Dick Compa
hicago manufacturer of duplicating equipment and supplies, Videograph also will translate binary code from a digital comput
to alphanumeric letters, figures and symbols, and print the resulting information instantaneously. Videograph prints mise
ata. Videograph traces railroad cars on a paper tape. Two Videograph printers will print and process subscription labels at th
ate of 10,000,000 per week on a one shift basis. Videograph reproduces from microfilm, computer tape or any type of hat
opy, including halftones—on the spot or thousands of miles away.

Halftone reproduction of Videograph printing, actual size.

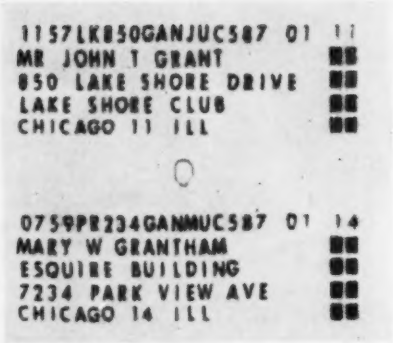


Videograph scanning unit. This is replaced by a character generator when computer data is printed.

printing devices, many potential benefits of electronic data processing are lost. The printing rate of the Videograph process, however, is compatible with the output rate of modern computers.

The electrostatic printing tube provides remote reproduction of pictorial and graphic information when units are connected by a coaxial cable or microwave radio. When used for facsimile, the system includes a sending unit approximately 4 ft. high, 4½ ft. long and 2 ft. wide. The receiver or printer is slightly larger. The sending unit is electrically interlocked to control the operation of the printer. Both sending and printing units have paper transport mechanisms to accommodate sheets from post card to legal size. They are adaptable to roll feed mechanisms, as for address label printing.

The company will construct two Videograph printing systems for a magazine publisher. These will oper-



Magazine address labels (actual size) are printed at the rate of 36 labels per second.

ate in conjunction with an electronic computer which will process approximately 10 million subscriber records on magnetic tape. The Videograph equipment will edit the coded data it receives from the computer, to reject unwanted information such as expired subscriptions. Then data will go to the Videograph printer which will prepare rolls of address labels at 36 labels per second. The machine will have automatic paper splicing and roll changing mechanisms for uninterrupted operation. Two Videograph printers at the publishing operation will prepare over 10 million address labels per week on one-shift. This work is now being done by 18 machines working two shifts.

Denver & Rio Grande Western Railroad will use Videograph equipment for facsimile transmission of waybills and other forms via microwave radio between their main freight stations. A. B. Dick Co. will be subcontractor to Motorola Communications & Electronics, Inc., Chicago, which will construct the radio system. A Videograph facsimile scanner and printer will be installed at each of seven freight terminals over the 800 miles of the Denver & Rio Grande. Copies of waybills, train lists, wheel report forms and written messages will be instantaneously transmitted from one terminal to another.

Another application of Videograph is the recording of freight car movements in and out of marshalling yards. A television camera is located alongside the track, and the moving train is scanned as it passes by. This is transmitted by wire or radio to the traffic control center where a Videograph printer simultaneously reproduces a picture of the entire train showing car numbers, railroad designation, and other pertinent information. A feasibility study of this application has been completed by the New York Central System.

For more information about the Videograph process and its applications in business, Circle No. 212.

Halftone reproduction of a Videograph picture. Car was moving at about 15 miles an hour. This is approximately two-thirds the size of original picture.

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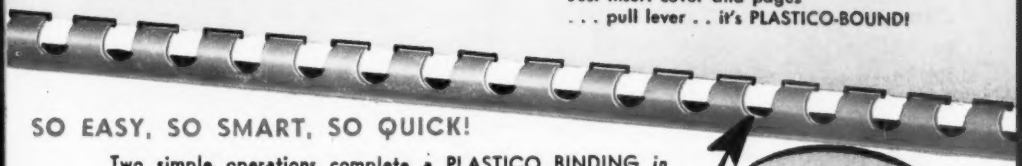

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The Effective Utilization Of Data Processing Machines

ROBERT S. MOORS
Data Processing Manager, University of Massachusetts, Amherst

SOMEWHERE between efficient and effective machine utilization, and *full time* machine utilization, lies a point of no return. To run office machines continuously at maximum (90 to 100%) working hours, except, perhaps, in isolated cases, *can* be far more costly and inefficient than utilizing machines at an overall factor of 50%.

First of all, 100% machine utilization is an elusive myth. For example, take a Cardatype machine used for billing purposes, to which one operator is assigned full time. In an average eight-hour day, just how many hours is that machine going to be in operation? Will it be in operation at eight o'clock, the starting hour, or will it have to wait ten or 15 minutes for the operator to settle down to work? Then comes the morning coffee break and another 20 minutes is lost. And isn't the machine shut off ten minutes *before* the lunch hour? Therefore, the four morning hours have been reduced to 3¼ hours. The afternoon will prove to be reduced likewise. Our 100% utilization has now been reduced to approximately 80%.

But, that's not the end of it. Since the automatic features of the machine must be first initiated by some physical action on the part of the operator, we must also consider this operator's efficiency. Is she working steadily (80% of the time) at the pace the machine itself will operate? Not likely. She will probably start off slowly at the beginning of the day; build up a head of steam as the morning hours advance and, when she begins to tire, taper off sometime before lunch. This operator efficiency curve will repeat itself in the afternoon, but will most likely be more pronounced. Actually, there will be more than two curves to the efficiency pattern during the day. Trips to the restroom and interruptions of coffee breaks will develop additional curvature of the line.

The Cardatype is used for our example because it is one of the currently popular data processing machines, and because it is a machine with a one-to-one ratio: one person assigned full-time to operate one machine full-time. The efficiency picture holds true equally as well for typewriters, bookkeeping or other key-driven accounting machines. Considering all aspects, then, a realistic efficiency factor for machines used on a one-to-one ratio may be as little as 60%. On a machine with this one-to-one ratio of operator and machine, only by giving the machine constant attention can we come even close to maximum utilization.

With the foregoing in mind, let us consider machine utilization of a punched card installation. Here we rarely find the one-to-one ratio. An operator, in many cases, uses two or even

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three machines at the same time. But, look at some of the factors that contribute to reducing the use of any one piece of equipment to some utilization factor less than 100%.

First of all, we have the operator time loss just like in the case of the one-to-one ratio. The human needs must be met, and this reduces the amount of time actually worked. Secondly, two or more different types of machines being used by one person, may be operating at different speeds. For instance: cards coming from a tabulator which adds at the rate of 150 cards per minute, will not keep a collator in constant operation since the latter will handle 240 cards a minute. Cards moving from a collator at 240 per minute, will not keep a sorter, which will feed 650 cards per minute, in constant operation.

Yet, to be reasonably honest, we data processing managers ignore the machine utilization loss due to variations of machine speed when computing our departmental efficiency. We count "tied-up" time, not actual running time. This includes set-up and take-down time since the machines are not available for other work.

In a dynamic situation such as a growing data processing center, no combination of scheduling will achieve maximum machine utilization on a practical and efficient basis. In the final analysis if maximum machine utilization is not our goal, then what is? The only reasonable objective we can have is to process all necessary reports with reasonable efficiency and more or less complete disregard for what percentage of available time any and all machines are actually in use.

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Forms Control

(Continued from page 19)

deliquencies; and accounts receivable (other than collections and deliquencies). The final list will probably be composed of from 40 to 80 systems groups, depending upon the total number of forms and the structure of the company. Once divided into these groups, *no* further subdivisions are necessary.

It it this last point I wish to emphasize. Other methods of forms control often require breakdown after breakdown—subcategories of subcategories. The more detailed the breakdown, the more decisions that must be made trying to locate an existing form and trying to classify a new one. It reaches the point where only the originator of the system can operate it.

Minimize any difficulties in assigning new forms to a systems group by writing an index. This is a written statement of the thoughts behind the choice of systems groups. It is an invaluable aid in training personnel who were not involved in the establishment of the system. This index or list of systems groups in alphabetical order includes, in addition to the group name:

1. Prefix code number to identify each group. (Assign prefix 1 to the first group in the list, 2 to the second, etc.)

2. Description of the nature of the group.

3. Small list of typical forms.

Assign forms numbers starting with number 001 for each systems group

(Continued on page 103)

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RIGHT or WRONG in Employee Relations

A ROUNDUP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Who Sets the Rules for Employment?

What Happened:

One day the company came out with a new regulation. It said that in the future all employees would have to take an annual medical examination at company expense and on company time.

This raised quite a few protests. "You cannot institute a new rule like that," some employees claimed.

"There's nothing that prevents us from doing so. These examinations are for the benefit of the employees, and if we take any action that's unfair, they can file a grievance. There's nothing unfair about this rule—lots of companies have it. The rule stays."

The employees refused to go along with this thinking and the case finally came to arbitration.

Was the Employer:
RIGHT ☐ WRONG ☐

WHAT ARBITRATOR DUDLEY E. WHITING RULED: "An employer has an absolute right to establish such conditions of employment as it may desire. After the recognition of a collective-bargaining representative, the law requires the employer to bargain upon conditions of employment. Such an agreement operates as a limitation upon the previous absolute right of the employer to establish working conditions. The pre-existing right of the employer still continues as to all matters not covered by the agreement. The employer thus has the right to establish or change working conditions for which the collective agreement makes no provision. Accordingly, the arbitrator finds that the employer may institute this new regulation inasmuch as it is not covered by the contract."

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Who Decides the Number of Employees?

What Happened:

When management, because of poor business, gave notice of layoff to several of its employees, the remaining employees complained.

"If you go through with this layoff, the remaining employees will have to work harder. We will be overburdened. You need more people to properly run your business. So you must cancel these layoffs."

Management didn't see it like that at all. "The number of people we need is our responsibility. If the remaining employees feel that they are overburdened, we'll take up that problem when we come to it."

Were the Employees:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR MAURICE S. TROTTA RULED: "Neither the arbitrator nor the employees can or should substitute their judgments for that of the employer on what constitutes 'proper running' of a business, or how many employees are necessary to run an operation. An employer has the financial responsibility for the business, and with this must go the right to operate the business in the manner he believes will result in a successful enterprise. The grievance is denied. The employer has the right to make the decision on the number of employees he requires."

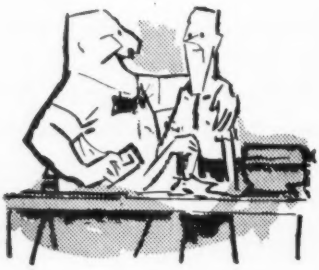
Is Bookmaking Valid Grounds for Dismissal?

What Happened:

Hal Doane was a good worker but his supervisor had a problem with him. Doane was a human "walky-talky." He would leave his desk often to chat with other employees. It developed later that his purpose was not purely social. He had a lucrative business on the side—writing "numbers." When the company caught up with his sideline, he was fired.

He took his case up through the grievance machinery on the grounds that the company had no rule against gambling and therefore could not fire him for that activity.

The company claimed that it didn't



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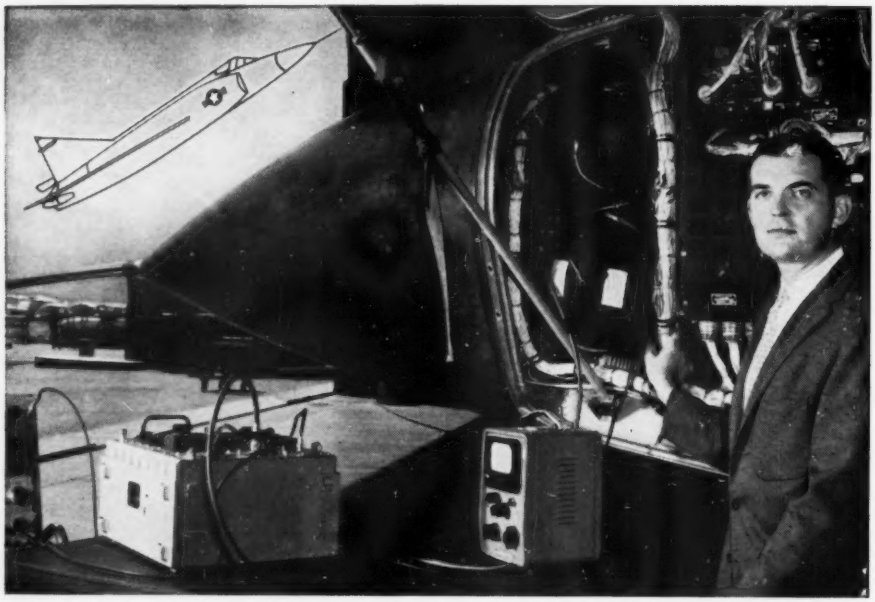

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For More Information Circle No. 341

need any rule against this type of gambling because "numbers writing" was illegal and a criminal offense according to State law.

Was the Employee:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR J. H. MARCUS RULED: "To say that the absence of a rule in the company's rules and regulations, specifying that an act of an employee in violation of the State Criminal Code on company time and company property would not be tolerated, would be to imply that, in the absence of such a rule, the company would condone a criminal act on its premises and thus make itself an accessory to it. Grievance denied. The employee was properly discharged."

Forms Control

(Continued from page 97)

and prefix them with the number shown in the index. For example, 1001 would be the first number assigned to a form in the Accidents group, 1002 would be the second, etc. If the prefix for Personnel were 35, the first number assigned to a form in this group would be 35001. When filed in numerical order, forms are automatically divided by subject groups. Thus, in one file, the first two requirements of a comprehensive forms control system are satisfied.

To fulfill the third requirement of forms grouped by type of construction, compile a list of forms numbers and names for each of the following types: tags, envelopes, snap-sets, cards, punched cards, continuous forms, checks.

Lists of this kind are easily kept up to date and can be a source of savings through standardization of sizes, quantity ordering, consolidations, etc.

Route reorders through the forms control section. Each requisition should be accompanied by a copy (latest revision) of the form. For this reason there is no frequent need to refer to the forms control copy of the form; the need is for reference to the physical specifications, previous quantities ordered, etc. For ease in handling reorders, a 4″ x 6″ card file (in numerical order) is maintained which shows all pertinent facts concerning the form. Since the cards are small and may be filed at your desk, time and effort is saved over any system which necessitates all data and copies of the form being filed together in a folder. It is much easier to constantly handle 4″ x 6″ cards than file folders. With the card file in your desk, the numerical file of forms may be kept conveniently in the filing cabinet.

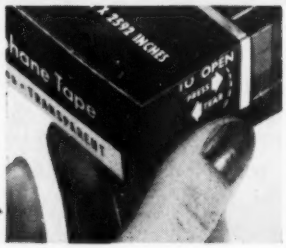
The fourth requirement of a forms control program is satisfied by entering the procedure or accounting manual reference in the "Manual Page No." block on the card. This is the trigger for updating procedures if the form is revised.

Forms control can be simple or complex. It can be comprehensive or inadequate. The choice is yours. The system you choose is the one you will be stuck with—for better or for worse. Make it work for you; don't be its slave. A well planned system will make this door to paperwork simplification open easily.

Sealed tight as an...

Opens easy as a...

Try it...new "SCOTCH" BRAND



JUST PRESS IN at dotted line marked "OPEN" (cardboard is perforated beneath foil wrap).

TEAR in direction of arrow. Whole end of box peels open quickly and easily, rolls slide right out.

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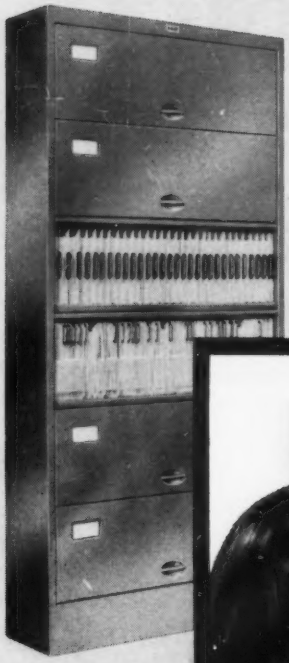

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DALLAS, Wholesale Office Machines Co., 2000 North Lamar Str.

CANADA distributor: Nauta Bros., 3615 Danforth Avenue, Toronto.

For More Information Circle No. 249

New Products

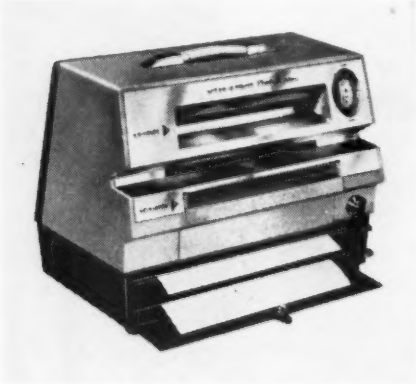
SPIRIT DUPLICATOR

Ditto, Inc., 6812 McCormick Road, Chicago 45, Ill., makes the seated-model 18D75 Direct Process duplicator, designed for operating efficiency in high volume, heavy duty systems work. Sit-down operation is comfortable and efficient with two-way adjustable foot pedals and a stand adjustable for operator height. Signal and illumination lights have been added to

conveniently placed controls and adjustments. Illuminated fluid and pressure controls are at operator's side and a red warning light for fluid refill has been added to the automatic "No Pour" fluid supply. Pressure control and motor are interlocked so that turning off motor releases pressure. Master guide speeds positioning of master into clamp and fully visible receiving tray provides operator with constant check on copy quality. Other features are speed of up to 120 copies per minute, magnetic drum to facilitate block-outs, segmented master clamps for easier handling of variable masters, drum registration adjustment, hand lever control for automatic feeding, reset counter and velvet clutch. **For More Information Circle No. 120.**

PHOTOCOPIER

Speed-O-Print Corp., 1801 W. Larchmont Ave., Chicago 13, Ill., makes the Speed-O-Print Photo-Copier that handles sheets up to 9" wide and any length. It produces clean, sharp copies of originals in pencil, ballpen, grease pencil, colors, etc. Machine is simple to operate and



there is no chemical mixing. Easy, error-proof assembly of positive and negative sheets. No darkroom is necessary, and unit incorporates completely automatic exposure and developing. This silent, lightweight machine can be carried and used anywhere without disturbing workers at adjacent desks. **For More Information Circle No. 126.**

TYPEWRITER

Continental Office Machines, Inc., 500 Fifth Ave., New York 36, N. Y., distributes a typewriter with a one-piece cast iron frame, made by Siemag of West Germany. The construction of the Siemag Typewriter is said to eliminate vibration and result in print-like type, and repair-free performance. Aside from ordinary office use, the Siemag Typewriter is suited for use on ships, planes or trains; wherever surfaces are not stationary. Though

cast-iron in construction, the machine weighs no more than other machines and occupies less space. Every part is either chrome, nickle or steel protected with a minimum of three coats of enamel deep-dried by infrared equipment. Entire machine is coated with a chemical compound which effectively resists corrosion and rust. Virtually no oiling is ever required. The machine is housed in an interlocking no-screw assembly, permitting removal without tools of cover plate, side panels and back. This allows instant access to all parts for thorough cleaning. **For More Information Circle No. 401.**

OFFSET DUPLICATOR

Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., makes the small Dual-A-Matic offset duplicator which provides sit down operation and finger-tip control. The operator sits in the front of the machine and has access to all controls. On the right are control buttons to start and stop the press. Below them is a switch to activate the suction feeding mechanism; and above is a control that operates the automatic blanket cleaner that quickly washes an image from the blanket, readying it for the next. Also on the right, within easy reach of the seated operator, is a lever extension operating the ink form roller. Master Minder clamp makes changing of paper masters a matter of seconds. Paper master is inserted in proper printing position and immediately ready to print. A simple pressure on the Master Minder releases the master. The press is designed so that it always stops at a predetermined point, making the quick change clamp readily accessible to operator. Additional features are available with the Dual-A-Matic to enable it to perform even more automatically. An automatic

counter can be installed so that press stops when exact number of needed copies have been run. A piggy-back feeder assembly can be installed to feed a few sheets of other material to be printed at controlled intervals, collating the completed run automatically. Electronic programing systems can be added to automatically perform pre-set cycles of any number of different operations. Beginning with the sit-down, finger-tip control, the Dual-A-Matic can be modified to perform practically any specialized operation needed by specific applications. **For More Information Circle No. 150.**

PAPER TRIMMER

Bienfang Products Corp., Metuchen, N. J., announces the Metocut for cutting paper, cardboard and films. A circular knife rolls against a straight edge to create the shearing action. Both elements are hollow ground and never need sharpening since use causes each to sharpen the other.

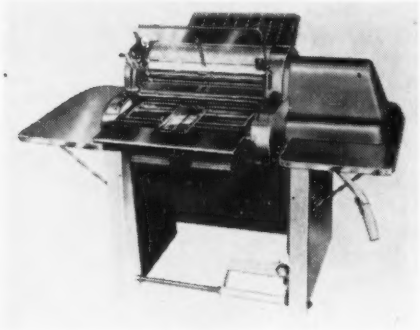
The Metocut is safe, accurate and easy to use. Material to be cut is held flat by a plastic strip the entire length of the hardwood base. A pronged attachment even prevents movement of materials with a stubborn curl. Calibrated guide lines provide square trimming. Units come in two sizes, 24" and 51" wide, and require no maintenance other than occasional oiling of carriage bearings. For illustrated literature and prices, **Circle No. 102.**

SHELF FILE LABELS

Tab Products Co., 995 Market St., San Francisco 3, Calif., announces Tabstik pressure-sensitive labels for the side tab folders used in shelf filing cabinets. It is claimed that time saved by using these labels should equal three times the cost of the product. Tabstiks are available in white and nine coding colors, and are competitively priced. **For More Information Circle No. 200.**

SPIRIT DUPLICATOR

Copease Corp., 425 Park Ave., New York 22, N. Y., announces the Model 170 SYMM Copease-Banda Systems Duplicator which has two master clamps and one blockout clamp. Under control of the operator, one line or any combination of consecutive lines can be selected automatically from a selective data master, combined in position with a heading



master and reproduced on one or more copies. The 170 is recommended for such systems as production order writing, invoicing, purchase order writing, inventory control, and other systems requiring line selection. Handles up to 14" x 17" paper from 13 lb. to 2-ply card stock. Has automatic flood-proof fluid control and roller fluid feed. Foot control leaves both hands free for feeding papers of various sizes. Delivery of duplicated pages is operator selective—rear or front. Specifications are: height 39", width 51", length 37", weight 213 lbs. Powered by 110 volt—60 cycle —1/20 h.p. motor and has 4-digit reset counter. Price is $2375 plus tax. **For More Information Circle No. 202.**

INKED RIBBON

Columbia Ribbon and Carbon Mfg. Co., Inc., Glen Cove, N. Y., makes the Commander typewriter ribbon that produces the "executive look" of electric machines on standard office typewriters. Made of synthetic fibres, the ribbon is said to create the sharp, crisp image produced by electric

typewriters equipped with carbon paper or plastic-based ribbons. The Commander, according to Columbia, will outwear by four or five to one, most conventional cotton fabric ribbons. The crisp, clear image produced by the ribbon is made possible by the extreme sheerness and special weave of the synthetic fabric developed by Columbia's research department. Its sheerness and toughness make it extremely durable, flexible and economical. Sheerness also means greater length of ribbon on the same diameter spool and a greater percentage of ink pick-up. Less ink is expended with each stroke of the typewriter key because of the extreme fineness of the weave. It will erase without smudge or smear. It was field tested for more than three years which included use of the ribbon by several large corporations for order writing, teletypewriters and other machines. Because it is tough and less apt to tear, the Commander was found to be especially useful on untended machines, such as teletypewriters. Columbia also said it is superior for the preparation of paper offset plates. The sharp image produced leaves no fabric imprint or fuzzy outline on offset paper plates. **For More Information Circle No. 139.**

OFFSET PAPER SAMPLES

Finch, Pruyn & Co., 9 Glen St., Glens Falls, N. Y., offers a compact swatch book of their neutral sulphite papers. It contains samples of Cooper's Cave Offset and

Impact Offset which are blends of virgin hardwood neutral sulphite and bleached groundwood pulps. Stock sizes and ream weights are conveniently listed. Swatch books of Cooper's Cave Bond and Finch grades are being prepared. For the offset sample book, **Circle No. 402.**

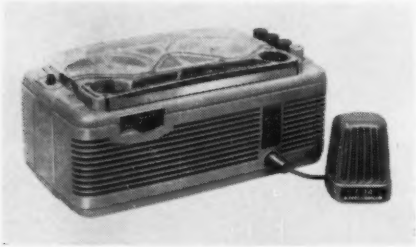
ELECTRIC STAPLER

Staplex Co., 775 Fifth Ave., Dept. H-74, Brooklyn 32, N. Y., makes the Staplex S-54-H heavy duty electric stapler designed for applications requiring a heavier thrust in stapling, such as for stapling tabulating cards and banking forms. It is also recommended for routine applications such as stapling correspondence, bills, receipts, invoices, booklets, reports, bags, envelopes and material. A foolproof, single contact

control activates the unit to drive staples automatically at the insertion of the cards, papers or other materials. There is no need for hand or foot controls. To reload, staples are inserted into the front. There is no motor, no hum, nothing to be turned on or off, and no set time cycle to which the operator must conform. Since machine is operative only when work is fed to it, wear is kept to a minimum and machine life prolonged. A perfected solenoid powers the unit. Stapling position, it is said, is always visible. It may be adjusted to a depth of 4¼". Unit is supplied in a standard light gray; other finishes available on special order. **For More Information Circle No. 206.**

DICTATING MACHINE

American Geloso Electronics, Inc., Dept. 15, 251 Park Ave., South, New York 10, N. Y., announces the Model G-256-60 Geloso StenOtape dictating machine, designed to be used for normal dictation work, and also at home as a tape recorder for music and party fun. The unit has a single 1⅞ ips speed and frequency response of 80-6500 cps for fidelity of both speech and music. Weighs 6½ lbs., is 4" x 10" x 5½" deep. Other features include a desk-top microphone for relaxed dictation and conference recording with pick-up to 30 ft. away, two-hour endlessly re-usable magnetic tape, precision tape



counter, and a complete line of accessories. Dictating unit retails for $179.95 federal tax included, comes with dictation microphone, reel of tape, log pad and one-year guarantee. Transcribing from same unit with start-stop-backspace control, either typewriter attached or foot-pedal operated, and stereo headset. Typist's control and headset are $44.90 additional. **For More Information Circle No. 215**

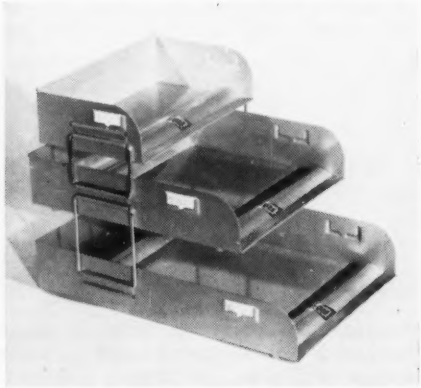
STENCIL DUPLICATING INK

Frankel Mfg. Co., 285 Rio Grande Blvd., Denver 23, Colo., has developed Klean-Write Super Emulsion Inks in liquid and semi-paste forms, which dry so rapidly that one can run a hand over copies the instant they come from the duplicator without smearing the ink. Yet Frankel guarantees that the inks will not harden on the ink pad of any duplicator. Firm's laboratories have been working for years to develop an ink with these properties. Another quality of Klean-Write Super Emulsion Inks is

that they have no adverse effect on stencils, so that as many as 15,000 copies can be run from one stencil. And it has been demonstrated, according to Frankel, that every copy will be clean and clear. The 53-year-old firm invites trial orders for the new inks. Klean-Write 726SE liquid form lists at $2.50 a lb. Klean-Write 200SE semi-paste ink lists at $2.90 a lb. **For More Information Circle No. 145.**

DESK TRAYS

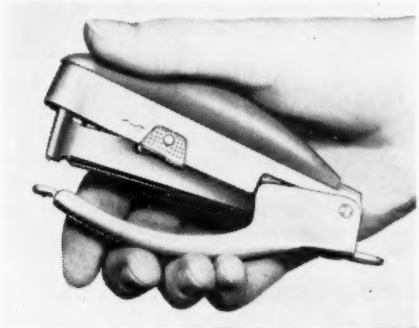
Flash Filing, Inc., 2634 S. Cherry Ave., Box 3270, Fresno, Calif., manufactures over 120 metal office accessories including timecard and job ticket racks, book and catalog racks, drawer trays and files, check files, bill boxes, office mail boxes, sta-



tionery holders and racks, card files, posting tubs, etc. All are made of heavy gauge steel with baked on enamel finish in gray, green, mist green, tan and office brown. Flash build-up desk trays come in note, letter and legal sizes with tray supports for assembling as desired. For catalog detailing entire line, **Circle No. 178.**

HAND STAPLER

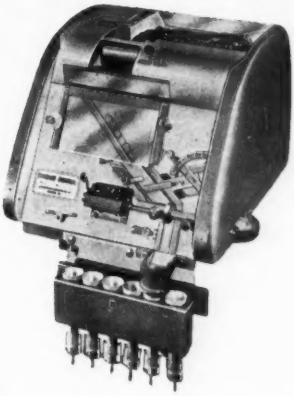
Bates Mfg. Co., Orange, N. J., makes the Bates 88P Hand-Grip Stapler in attractive chrome with choice of gray, red or yellow Tenite trim. It lists at $2.95 plus tax and was developed for those who prefer to use a stapler in the hand. It does not require a desk or table surface for operation.



The Bates 88P is compact, easy to carry, fits neatly into briefcase, pocket or shallow drawer for storage. It loads 105 standard staples and may be used as a tacker. A built-in metal loop is provided for hanging on hook or chain. The 88P is packaged in individual boxes and is also available in a six-pack self-display carton. **For More Information Circle No. 158.**

COIN COUNTER

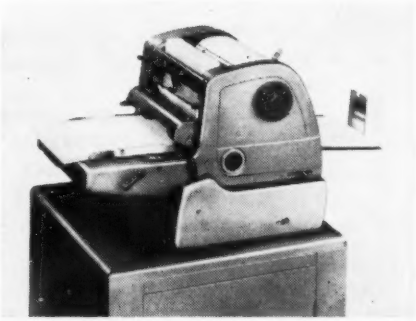
Standardwerk Eugen Reis GmbH., Bruchsal 2, West Germany, makes the Standard-Universal Model C-3 automatic coin counting machine which will count coins in quantities of 25, 40, 50 or continuously. This machine operates 25% faster and much quieter than previous models. It has an automatic coin feed, delivery attachment that holds six wrapper tubes and resettable four-digit counter with large figures. The machine automatically separates unwanted coins. This company also makes automatic coin wrapping ma-



chines, as well as hand operated coin counters. Distributorships are available. **For More Information Circle No. 110.**

SPIRIT DUPLICATOR

A. B. Dick Co., 5700 W. Touhy Ave., Chicago 48, Ill., makes the Model 215 high speed electric fluid duplicator which is jam-free in operation and will handle up to five different colors at once at speeds



of up to 100 copies per minute. Specifications include: automatic, dual feed rolls; feed table to hold 125 sheets; paper range from 3″ x 5″ to 9″ x 14″ with automatic or hand feed. Machine is 17″ wide, 15″ high, 29½″ long, weighs 65 lbs. Of rugged steel construction with nylon,

oilite and steel ball bearings. Finish is smooth, easy to clean; color is frost green. Motor operates on 115 volts, 60 cycles, AC. Also available for DC and other types of current. Machine can produce perfect copies in less than a minute of anything written, typed, drawn or printed; costs less than $300. **For More Information Circle No. 136.**

REVOLVING CREDIT SYSTEMS

National Cash Register Co., Dayton 9, Ohio, offers three systems to handle revolving credit plans. They are flexible enough to fit any of the numerous variations of the revolving credit idea. The three are designed around the Class 31A accounting machine. Plan No. 1 works on a cycle billing basis. Checks and payments are filed in individual account jackets when received. On the cycle date, all items in account file are posted, and interest is mechanically computed. As a by-product of posting statement, totals for each account are automatically cleared on the individual account history record card. Plan No. 2 posts checks and payments daily to borrower's ledger account card, with interest computed for each item and added to loan balance. At end of cycle, daily accrued interest amounts are listed and posted to statement with checks, pay-

ments, balance owing, and amount of remaining available credit. Plan No. 3 combines several features found in banks. System furnishes automatic proof of old-balance pickups and account selection through machine's authenticator. The machine also

New! **MODERN MACHINES FOR MODERN BUSINESS**

- AUTOMATIC TIME STAMPS
- AUTOMATIC NUMBERING MACHINES
- ELECTRIC QUICK SET NUMBERING
- ELECTRIC DATERS
- ELECTRIC CHECK SIGNERS
- ELECTRIC ENDORSERS
- CHECK CERTIFIERS

Ajax recording machines and devices record your operations . . . Quickly . . . Accurately . . . Economically . . . Permanently. Excellent for carbonized and snap out forms.

Consult us on any problems that have to do with timing, dating and/or numbering.

AJAX BUSINESS MACHINES, Inc.

112 Magnolia Ave., Westbury, N.Y. EDgewood 3-2111

For More Information Circle No. 376

It is called

"FLO-MATIC CONTROL"!

Cormac has discovered the built-in pearl, "Flo-Matic Control" bringing automation into office copying techniques.

With "Flo-Matic Control" there is no more handling of solutions—no more filling and emptying of trays. Flo-Matic is SO CLEAN that you could operate it while wearing an evening dress (or tux) without fear of a single smudge! Easy? All you do is flick the "magic-button" and the developer feeds quickly . . . cleanly . . . automatically. That's all! But you've got to SEE "Flo-Matic Control" IN ACTION to really appreciate this revolutionary new discovery in office copiers.

CORMAC PHOTOCOPY CORPORATION

REGIONAL OFFICES IN PRINCIPAL CITIES:

Birmingham, FA 4-3123; Brookline, Mass., RE 4-0565; Cleveland, SW 1-7850; Chicago, IN 3-4310; Detroit, UN 4-2710; Los Angeles, NO 3-8256; St. Louis, MI 7-4806

SALES OFFICES AND DEALERS FROM COAST TO COAST

Write for details or call your nearest Cormac office.

Cormac Photocopy Corp., Dept. 55
80 Fifth Ave., N.Y. 11, OR 5-9310

I'm interested in learning more about Flo-Matic Control.

Name_____ Title_____

Company_____

Address_____

City_____ Zone____ State_____

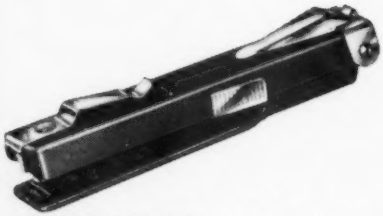
CM25

ILLUSTRATION COURTESY OF CHAMPION PAPER & FIBRE CO.

For More Information Circle No. 284

WHICH BOSTITCH STAPLERS DOES YOUR OFFICE NEED?

BOSTITCH B8R — choose this handy work-saver in 3-tone gray, or black with gleaming chrome. Comes with staple-remover attached. *Only $3.30**



BOSTITCH TRAVELER — just the thing for anyone who moves about and needs a stapler constantly. Clip to pocket or brief case. Remover attached. *Only $3.40**

BOSTITCH B12 STANDARD desk stapler fastens two ways. Speeds work flow with fastening to fit the job — either permanent or temporary. *Only $6.25**

BOSTITCH B5 — the masterpiece of staplers. Unusually rugged construction for long life under hard continuous use. *Only $8.75**

See and try the complete line of Bostitch staplers for home and office at your stationer's soon. You'll find their cost is only a fraction of the time and money they will save you.

*Suggested prices. May be slightly higher in West and Canada.

Fasten it better and faster with **BOSTITCH®**
STAPLERS AND STAPLES

308 Briggs Drive, East Greenwich, Rhode Island

For More Information Circle No. 265

automatically determines that loan balance does not exceed maximum credit extended. **For More Information Circle No. 192.**

DIRECT POSITIVE PAPER

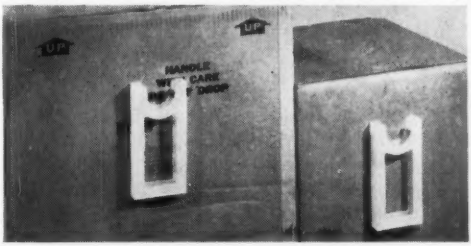
Photostat Corp., Box 1970 TO, Rochester 3, N. Y., offers a direct positive paper that cuts cost and time reproducing positive prints. Developed specifically for use with Photostat equipment, this paper eliminates the extra step of making negatives in reproducing positive prints of top quality. It was field tested successfully in ten diverse installations throughout the country the past year. According to Photostat, tests show that users get significant savings on overall cost of reproducing positive prints. Other advantages are: faster

positive print delivery, permanent quality reproduction, excellent legibility of fine detail and easy change of scale (enlargement or reduction) without distortion or change in quality, and elimination of background imperfections. Secret of process is a double layer emulsion needing no separate fixing. Upper layer of emulsion is light sensitive and reacts normally to exposure. Developer forms exposed negative at same time it renders upper layer of emulsion soluble in water. Unexposed, undeveloped silver salts are diffused to bottom layer and reduced to form positive image. After first positive print delivery, subsequent prints are reproduced at rate of 37 seconds per copy. This represents a time saving of up to 50% over the negative-positive method. Drawings can be quickly and inexpensively reproduced

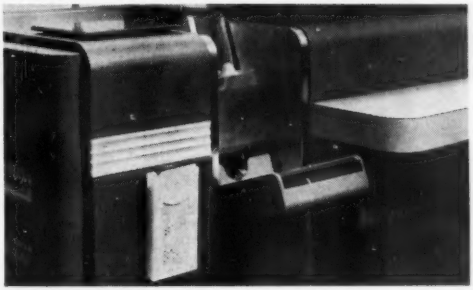
(Advertisement)

2 NEW TAB CARD HOLDERS

Increase on-the-spot efficiency and accuracy by co-ordinating control and inventory with punched card systems. Beemak plastic card holders attach by new steel spurs to non-shelved cartons without harming contents — will not break or jar loose with rough handling



(above) Two steel spurs hold firmly yet do not penetrate carton.



Four heavy magnets cling firmly to any steel surface.

—easy on-and-off accessibility. Also, new magnetically attached card holders cling to data machines providing finger-tip accessibility to operators, reducing wasted time and chances of inventory and accounting errors. Made in ivory, red, blue, green, yellow and black for color coding and instant recognition.

For full information write to:

BEEMAK PLASTICS

7424 Santa Monica Blvd., Los Angeles 46, Calif.

For More Information Circle No. 353

as positives with any appropriate enlargement or reduction, within limitations of the machine, in a single operation. Prints are of true photographic quality. Paper is available in 150, 350, 500 ft. rolls up to 18″ wide; in three weights: card stock, standard and thin. This paper is an addition to, not a replacement of present line of Photostat photocopy products. Conversion in the field will permit Photostat Nos. 2 and 4 Continuous Process Pin Bar machines to be used with this paper. **For More Information Circle No. 132.**

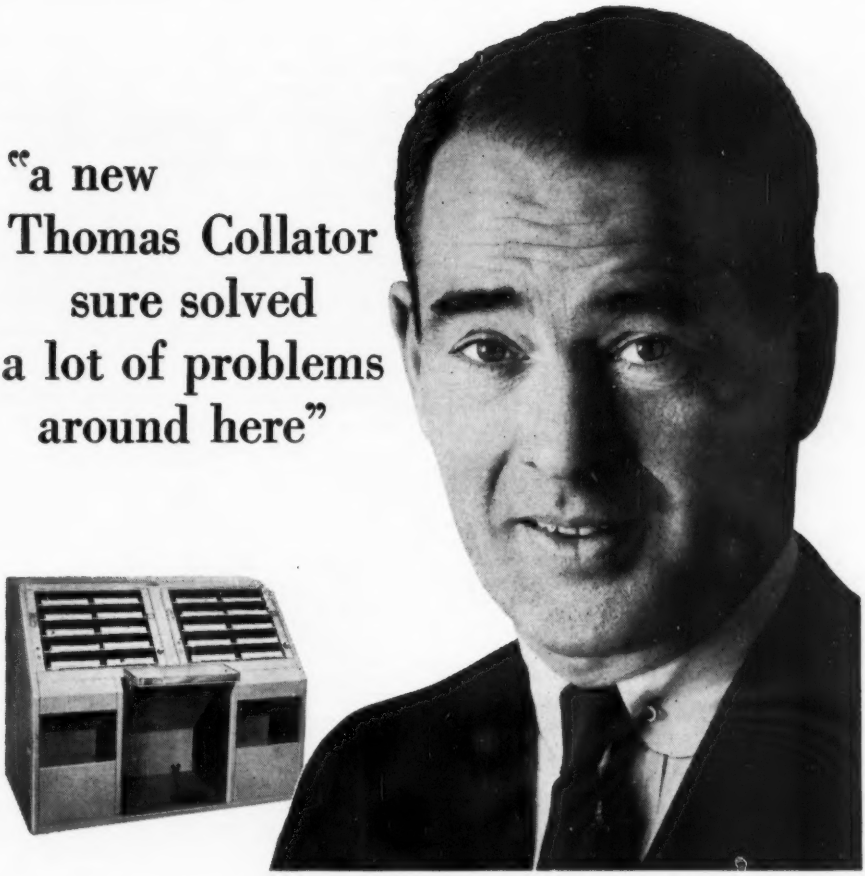
SHELF FILES

W. R. Ames Co., 1001 Dempsey Road, Milpitas, Calif., announces the Ames Y-frame steel shelving unit which provides easy mobility and shelf adjustability. Double-faced frame supports up to eight removable 3 ft. wide shelves. Shelves are available in 8″, 10″ and 12″ depths. Lower shelves are canted at an angle for convenient reference. Y-frame support is 60″ high, mounted on floor-protecting

glides for easy moving. To harmonize with interior decor, Ames steel shelving is available in 18 colors at no extra cost. For rapid filing and reference, units can be equipped with divided shelves for vertical

For More Information Circle No. 293

"a new Thomas Collator sure solved a lot of problems around here"



It's my job to look for trouble—preferably before it starts—but one job that always caused me plenty of headaches was this business of gathering duplicated pages into sets. It's always the same—too little time—not enough help—and plenty of grumbling by the girls.

It wasn't until I had talked to the Thomas people that I realized our present method was as obsolete as the roll top desk. With our new Thomas Collator *one girl does the work of six* . . . without the mad scramble of last minute deadlines. What's more, the way it looks, the machine will pay for itself by the end of the year.

Why not call the Thomas people for more information or an actual working demonstration? If you're like us, you'll be glad you did!

Thomas Collators Inc.

100 Church St., Dept. B, N. Y., N. Y.

For More Information Circle No. 252

SAVE

TIME • MONEY • EFFORT

with a Staplex

AUTOMATIC ELECTRIC STAPLER

Get a fast, accurate, dependable Staplex to do all *your* stapling. Don't let work pile up . . . don't waste irreplaceable minutes with antiquated stapling methods. Get to that job with Staplex . . . and you'll get it out in record time!

Staplex is **completely automatic** . . . banishes boredom and fatigue . . . boosts employee morale . . . puts dollars in your pocket with savings in time, money and energy.

Send this coupon today!

THE Staplex COMPANY
775 Fifth Ave., Brooklyn 32, N. Y.

☐ *Show me STAPLEX in action!*
☐ *Send me further information*

NAME_____

COMPANY_____

ADDRESS_____

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For More Information Circle No. 299

filing. Adjustable dividers are inserted in slots along the shelf for the upright storing of folders, catalogs, magazines and other material which will not stand alone vertically on standard shelves. **For More Information Circle No. 174.**

VACUUM CLEANER

Breuer Electric Mfg. Co., 5100 N. Ravenswood Ave., Chicago 40, Ill., makes the Pac-Vac cleaner that straps to the operator's back. The motor unit, which is interchangeable with their tank cleaner, mounts on a Skrap-Trap which keeps heavy objects from reaching the air impeller. When used as a vacuum cleaner, it uses a filter

bag over the air outlet. For air sweeping, the regular 5 ft. hose is moved to the air outlet and an air sweeping wand used. Can be used for regular floor cleaning with up to a 22" tool, or for overhead work with extension handles, and for cleaning stairs, shelves, storage bins and congested areas. As an air sweeper it will move papers and other debris from under fixed seats. **For More Information Circle No. 203.**

DRILLS FOR PLASTIC

Pioneer-Toledo Corp., 1130 Nebraska Ave., Toledo, Ohio, offers a full line of hollow drills for use in plastic film. For two years almost every phase of friction

WEBCOR, INC.
saves time and money with these NCR Paper Forms:

Project authorization	Warehouse permit
Printing work order	Material record adjustment
Purchase price request	Scrap ticket
Incident report	Shipping order
Package pass	Tool order
Material received	Statement
Material returned	Sub-mfg. order
Parts requisition	Service dept. requisition
Repair order	Leave of absence
Report of closed project	Credit memo
Purchase order revision	Shipping memo
Charge request	Delivery ticket
In-warranty report	Repair report
Warranty check request	
Data sheet	

Change of material classification

"NCR PAPER saves more than its cost every year, in every department."—WEBCOR, INC., Chicago, Ill.

"Time is saved in every department through the advantages of NCR (No Carbon Required) Paper. This repays the yearly cost of NCR Paper every six months.

"The productivity of our clerical staff is increased by the easier and quicker forms handling made possible with NCR Paper. We do not have to insert or remove carbons—nor collate originals and copies. NCR Paper forms, originals and copies, are picked up as a unit. And our employees favor the new paper because it is clean and produces sharper, clearer copies.

"NCR Paper has proved to be a highly profitable investment for us."

H. R. Letzter,
Vice-President of Webcor, Inc.

ASK YOUR FORMS SUPPLIER ABOUT NCR PAPER

ANOTHER PRODUCT OF
THE NATIONAL CASH REGISTER COMPANY, DAYTON 9, OHIO
1,039 OFFICES IN 121 COUNTRIES • 75 YEARS OF HELPING BUSINESS SAVE MONEY

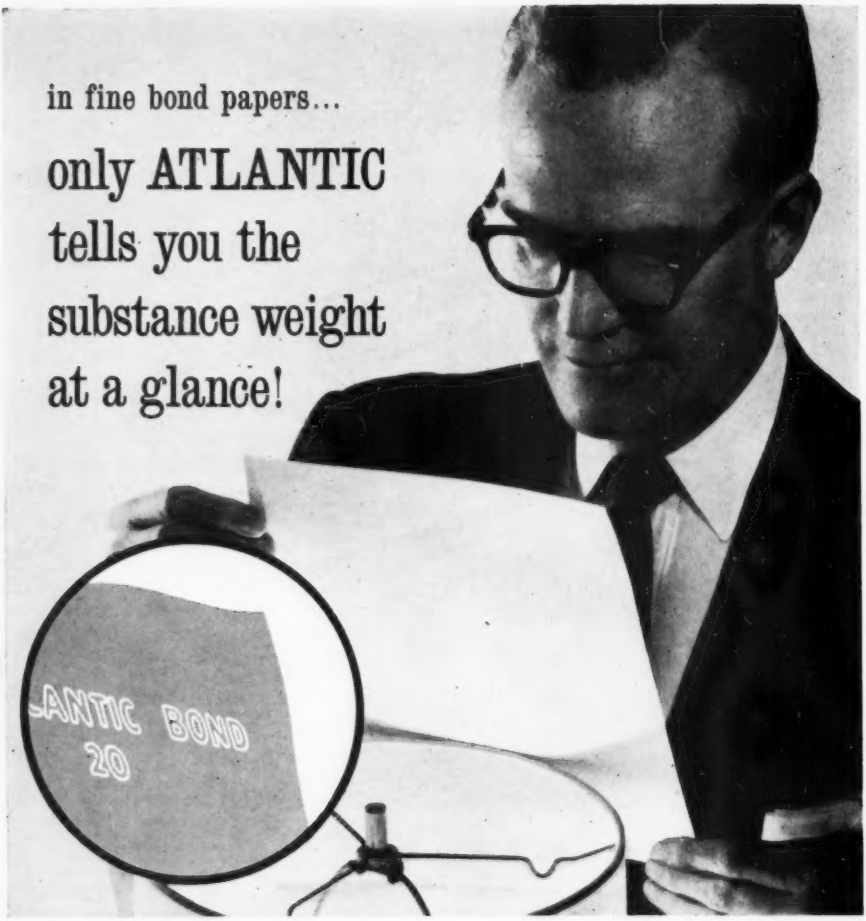
*TRADEMARK REG. U. S. PAT. OFF.

National* ELIMINATES CARBON PAPER

For More Information Circle No. 220

in fine bond papers...

only ATLANTIC tells you the substance weight at a glance!



Hold a sheet of Atlantic Bond to the light and one of four substance numbers becomes visible. Eastern makes these numbers part of the genuine watermark on every sheet...the only paper manufacturer that does. It's further proof that you have the world's finest sulphite bond in the weight you specified...13, 16, 20 or 24. This extra service aids when re-ordering, too. Ask your supplier—or write direct—for test packets.

NEW EXCLUSIVE E-Z START REAM OPENER

Simple. Practical. Just pull the tab. The ream of paper is open. No broken fingernails. No torn or cracked paper. Makes storage simpler, too.

EASTERN FINE PAPERS

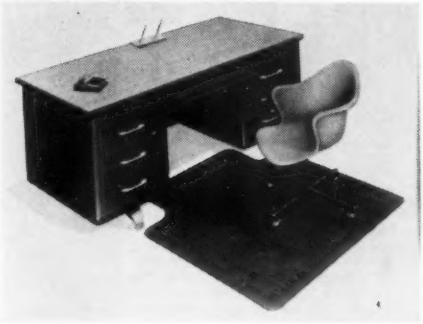
EASTERN FINE PAPER AND PULP DIVISION
STANDARD PACKAGING CORPORATION • BANGOR, MAINE

For More Information Circle No. 221

and heat control was researched to overcome drill clogging caused by the breakdown and solidification of plastic chips. When standard drill design was modified to produce loose, crimped chips; clogging was overcome. These drills are specifically for plastic and enable users to process most materials on standard Pioneer-Toledo paper drilling equipment. Heat-sealing materials, however, require special equipment which will be available soon from this manufacturer. Anyone having difficulty drilling plastic film is invited to send samples with details as to sheet dimensions, hole locations, hole size, etc., to above address. **For More Information Circle No. 130.**

FLOOR MATS

Cole Steel Equipment Co., 415 Madison Ave., New York 17, N. Y., announces a series of practical floor mats designed to blend smoothly with any office decor. The mats are available in five matching desk finishes: dawn gray, sahara brown, grained walnut, desert sand, mist green and transparent plexiglas. Made of heavy laminated plastic over a full ¼″ thick base of tempered Presdwood, the mats are extra-weighted to prevent sliding, creeping and slipping. The surface, glossed to a high



lustre, resists alcohol, cigarette burns, ink, chipping, peeling and marring. Cleaned smooth with a damp cloth, and preserved by periodical waxing, a Cole mat will give years of service, and prevent rugs and floor from wearing out. No. 787, 36″ x

METOCUT

VERSATILE CUTTER AND TRIMMER

NEW . . . *SAFE, modern way for paper cutting*

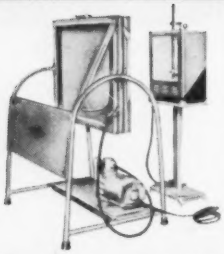
A safe, revolutionary method of cutting paper. Versatile and useful in every office, reproduction department and drafting room. Metocut employs a unique principle . . . a circular knife rolls against a sharp, straight edge creating the shearing action. Safe for everyone, adults to children . . . free from dangerous sharp edges. Saves time and trims with unerring accuracy. Both roller and straight edge are hollow ground and never need sharpening. Lasts for years with only occasional oiling. Practical for any department and low in cost.

See your dealer or write for descriptive literature today.

bienfang *products corp., metuchen, n. j.*

For More Information Circle No. 296

New, low cost PLATEMAKING UNIT



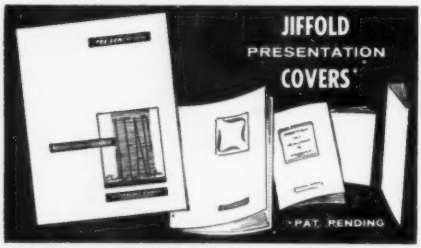
The Miller-Trojan "T-FORMATION"

Makes perfect line and halftone plates in as little as 2 minutes—requires minimum space. Complete unit includes arc lamp with pedestal stand, vacuum frame, mounting stand, ¼ HP motor with switch, vacuum pump, fast-acting lock, extension cord and rubber feet. Sizes: 11 x 16, 12 x 24, 20 x 24, 22 x 28.

11 x 16 frame unit ONLY $181.70.
Arc lamp with stand ONLY $98.75.

MILLER-TROJAN CO., INC. Troy, Ohio

For More Information Circle No. 300



HOLD PAPERS IN SEQUENCE SHOW OTHERS YOU CARE

Pamper those whose favor you desire. Hidden staples bind up to 30 8½" x 11" papers in each JIFFOLD COVER. Appearance is white, smooth, slender, aristocratic. **Easy** to assemble. **Easy** to read. **Easy** to handle and file. Send this ad and **$2.00** for **trial order of 10.**

(LABELS EXTRA)

Clint LEAP, Inc.
302-2330 VICTORY PARKWAY
CINCINNATI 6, OHIO 2819

For More Information Circle No. 301

48" with 12" x 20" lip, $19.95; No. 788, 48" x 54" with 10" x 20" lip, $27.50; No. 789, 48" x 54" with 10" x 34" lip, $27.50. **For More Information Circle No. 207.**

ADDING MACHINES

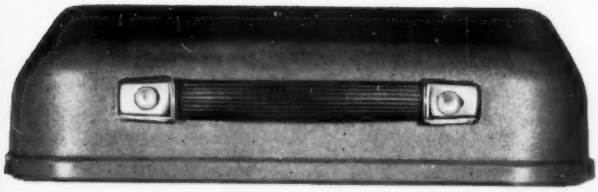
Victor Adding Machine Co., 3900 N. Rockwell St., Chicago 18, Ill., announces that because of the popularity of an architects' adding machine introduced in 1957, the machine is now made in more capacities and styles. A regular, heavy-duty adding machine, suitable for normal office figure work, it is capable of adding and subtracting feet, inches and fractions of inches without converting these to decimal equivalents. Feet, inches and fractions of inches (16ths, 8ths, 4ths or ½s) can be entered on the machine's full keyboard.

Additions and subtractions can be interspersed within a problem. When total is taken, a true answer of the total feet, inches and fractions of inches is printed. The clear detail tape shows all essential figures of the problem and correct subtotal or total. Three right-hand columns of the machine are used to enter inches and fractions of inches. When machine is used for routine accounting problems the three right-hand columns are not used. (All other columns of the full keyboard are then available for routine figure work.) This machine is available in both Victor's Imperial line and large capacity Custom

from
any angle
your
best buy

COLE
PORTABLE

Professional writers like Quentin Reynolds and Kenneth Banghart choose Cole above all other portables, because only Cole has all the important features they demand in a typewriter . . . Mist Green, Desert Sand or Cole Gray. Complete with matching carrying case . . . only **$94.50** plus tax.



COLE STEEL OFFICE MACHINES, INC. • Affiliate of Cole Steel Equipment Co., Inc. • 415 Madison Avenue • New York 17, N. Y.

For More Information Circle No. 385

MODERN Graypoints are "balanced" in size and shape, "pointed" in luxury-textured rubber, for *controlled* fastest, cleanest, so-accurate erasing . . . a work-saving pleasure for your typists, a definite overhead-saver for you.

No. 3650 GRAYPOINT WHISK ►

Hexagonal, wood case eraser with quality gray rubber core, fits comfortably in the hand. Attached brush whisks away eraser crumbs. Won't roll off desks. Easily repointed in any pencil sharpener or with a knife. (No. 365 GRAYPOINT, same eraser without brush.)

◄ No. 378 GRAYPOINT

This paper wrapped eraser with the pull string for easy repointing can be repointed right at the desk. Same quality gray rubber core as No. 3650 GRAYPOINT.

Ask Your Stationer Now for Pencil-Like Easy-to-Hold, Easy-to-Point WELDON ROBERTS GRAYPOINT ERASERS

WELDON ROBERTS RUBBER CO.
365 Sixth Ave., Newark 7, N. J.
World's Foremost Eraser Specialists

For More Information Circle No. 302

line in a wide range of models. Prices start at $208 for machine with totaling capacity of 999,999 ft. 11 15/16". Largest machine is $410 and has totaling capacity of 99,999,999 ft. 11 15/16". **For More Information Circle No. 179.**

MACHINE TIMER

Engler Instrument Co., 250 Culver Ave., Jersey City 5, N. J., makes the Engler Business Machine Elapsed Time Meter that measures actual machine operating time for all types of electric and electronic punched card and data processing machines including key driven types. It accurately

registers hours, and hundredths of hours, of actual machine processing time. This easily installed, reasonably priced instrument reduces machine rental costs and improves utilization of expensive machines by allowing better scheduling of use and elimination of machine inactivity. **For More Information Circle No. 129.**

SHORT-RUN TAB FORMS

American Lithofold Corp., 500 Bittner St., St. Louis, Mo., announces its Executive Imprints which are marginally punched, continuous tabulating forms in small quantities. These provide quality

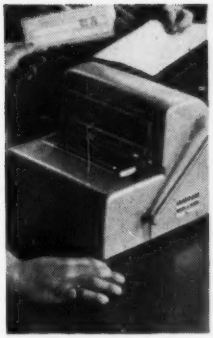
Today's most practical approach to data processing

Up-to-the-minute control of costs, inventory, payroll, order and sales analysis etc. Now you can get that control without great cost or complexity—with the easy-to-use machines of the new Automatic Keysort System.

Automatic Keysort is today's *only* data processing system that provides for automatic creation and processing of original records. Speeding vital day-to-day and long-range facts essential to sound management, this unique system fits easily into your present operations . . . is highly flexible to future growth and expansion.

With the Automatic Keysort System businesses and service organizations of every size can now enjoy fast, accurate data processing on either a centralized or decentralized basis. Without restrictive, complex procedures. Without specialized personnel. And at remarkably low cost.

Your nearby Royal McBee Representative will be glad to arrange a demonstration. Phone him, or write us for brochure S-500. Royal McBee Corporation, Data Processing Division, Port Chester, N. Y. In Canada: The McBee Company, Ltd., 179 Bartley Dr., Toronto 16.



Keysort Data Punch simultaneously codes and imprints original records with required information for rapid mechanical sorting into desired classifications.

Keysort Tabulating Punch automatically code-punches quantities and amounts as a by-product of establishing control totals, automatically tabulates these proven records after Keysorting.

Results are summarized direct from original records to Unit Analysis reports for greatest accuracy. Management gets the comparative information it needs *on time*.

NEW AUTOMATIC KEYSORT SYSTEM

ROYAL McBEE · *data processing division*

NEW CONCEPTS IN PRACTICAL OFFICE AUTOMATION

For More Information Circle No. 257

- *it*——**multiplies**——**adds**——**subtracts**——*"addo-x" model 3541E printing calculator*
- *it's*——**fast**——**fast**——**fast**——*with print-out of all entries and factors*
- *it's*——**versatile**——**versatile**——**versatile**——*for a wide range of computations*
- *you*——**save**——**save**——**save**——*time and money with this double register calculator*

for details phone, wire or write "addo-x", 300 Park Avenue, New York 22, NY, Pl 5-5420

For More Information Circle No. 275

forms even for short-run reports. Company name, report title or other identification on form margin dignifies the work of tab departments and executive controls. Even where company needs are small, minimum runs make available a prestige-quality printed form. In three-part forms, for instance, the 2500-sheet minimium produces 833 sets at reasonable cost. Imprints may be specified in any of 22 type faces and sizes, with ruled or unruled bodies. Economical binders are also available separately, or as a package deal on various quantities of Executive Imprints. For samples, prices and other details. **Circle No. 191.**

MAILBAGS

Can Pro Corp., Security Dept. 101, Fond Du Lac, Wis., has introduced a major change in its Security mailbags. This is a molded one-piece rubber bottom, designed to take maximum impact and wear and resist aging and exposure. Bottom thickness is reinforced to ¼″ with ⅛″ sidewalls. With this type of bottom, no metal rivets, studs or drag plates are necessary. Thus the Security mailbag with the rubber bottom is safe for use on office tables and desks tops. Both models, canvas and leather and all-leather bags, come with this rubber bottom. **For More Information Circle No. 165.**

Make your order files
COME TO LIFE
with
Wassell
ROTOR-FILE
ORDER DESK

- Gives your order-handling modern mechanized speed
- Finger-tip access to any order with ball-bearing ease of filing-in-the-round
- Capacity equal to eight full standard file drawers
- Slashes clerical time and cost: many installations have paid for themselves in six months or less

WRITE TODAY,
OR MAIL COUPON

Name .....
Company .....
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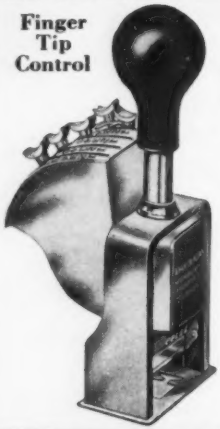
For More Information Circle No. 308

AMERICAN SPEED SET

Gear Construction Numbering Machines



Finger Tip Control

Model 43

Wheels engraved with figures, letters, fractions, words, etc.

Any Number Quickly Brought Into Printing Position

WRITE FOR SPECIAL FOLDER

AMERICAN NUMBERING MACHINE CO.
ATLANTIC AND SHEPHERD AVENUES
BROOKLYN 8, NEW YORK
BRANCH—105 W. MADISON ST., CHICAGO 2, ILL.

For More Information Circle No. 304

Use BEACH Books for Travel Expense

Weekly & Monthly Books, Weekly Sheets

Beach's Common Sense Expense Books

FIRST in the field, LEADER in Sales

Your Vital Records of Travel Expense:* kept best and most easily in complete, convenient, permanent *Beach Books.

At Stationers, or Write

BEACH PUBLISHING CO. 19829 W. McNichols Rd., Detroit 19, Mich.

For More Information Circle No. 305

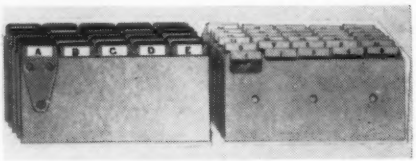
PORTABLE TYPEWRITERS

Addo-x, Inc., 300 Park Ave., New York 22, N. Y., announces the Adler Primus and Junior attractively styled portable typewriters, available in both pica and elite type styles. An important and distinctive feature is the machines' touch, precision engineered to give the feel of large office machines. The Junior model has a

seven-stop, hand-set tabulator, and half-space line setting, among other features. The Primus model has key-set tabulator, pop-up paper rest, end-of-line indicator, and special hole on line finder for ruling lines while typing. Both models have sleek, modern-styled carrying cases. These Adler portables complete the Adler typewriter line which also consists of the Universal and Standard Special office models. **For More Information Circle No. 198.**

TAB CARD FILE GUIDES

Smead Mfg. Co., Hastings, Minn., makes a complete line of index guides for punched card files, including self-indexing styles. Regular guides for horizontal or



vertical card filing are made of bristol, pressboard and vulcanized fiber with plain, celluloid or metal tabs, flat and angled. Self-indexing guides are made of trans-

ON DISPLAY AT THE NATIONAL BUSINESS SHOW, NEW YORK, OCTOBER 19-23, BOOTH 219E

TEMPO

delivers everything you need to produce fine office printing

Everyone in the office gets *excited* about the better impressions you make... especially when using Tempo's co-ordinated line of stencil duplicating supplies. It's the answer to all your office printing needs... fast, efficient, far more economical than outside sources!

Why not get better acquainted with this years-ahead line which gives you everything you've ever dreamed of in stencil duplicating results. Write for catalog #4112.

TEMPO

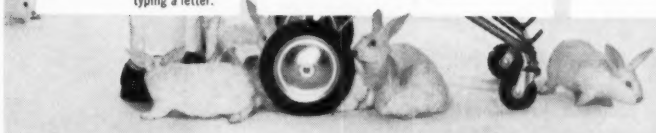
STENCILS • INKS • DUPLICATORS

Geha
stencil duplicators
9 models from $199

TEMPO PASTEL STENCILS Regular film stencils, too... for the kind of copy you want ...sharp, medium or bold from the same stencil...easy as typing a letter.

TEMPO INKS for all duplicators ... for that "printed" look. Tempo Jetdry—world's fastest drying ink, even on bonds without slip-sheeting, in liquid and the new paste ink. Tempo Paste Inks for use in Tempo Geha and other paste ink duplicators.

TEMPOSCOPES with flashed-opal glass, fully lighted working area. For proofing, drawing, tracing, layouts and paste-ups. Accessories included—fluorescent or standard lighting models.



TEMPO

Ask for free illustrated catalog #4112

TEMPO MILO HARDING COMPANY *Established 1904*
161 Tempo Building, Monterey Park, California

LOS ANGELES • PITTSBURGH • SAN FRANCISCO • WASHINGTON, D. C. • MEXICO D. F. AND DEALERS EVERYWHERE

For More Information Circle No. 271

OCCUPATIONAL DISEASE AD NO. 3

A tab-man who worked on his luck
With Hurry-Up Hangover was struck.
While the boss shouted "hurry"
Through the tab room he'd scurry
For a forms shipment still on the truck.

HOW TO CURE HURRY-UP HANGOVER . . . FOREVER!

Ever been caught short of tab forms? Want to make *sure* it doesn't happen again? Then try this:

Call your Clarkson Distributor.

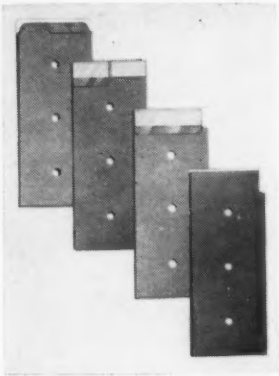
Ask him to tell you all about Clarkson's special, *fast* shipping service. Let him spell out how stock forms are on their way in 24-48 hours; X-PRESS imprint orders in 48-72 hours.

And, of course, quick delivery is really the last step in the *service* you get from your Clarkson Distributor. Because behind him are the know-how and facilities of Clarkson Press, Inc.—*specialists* in the production of stock, imprinted stock, and custom-designed continuous tabulating forms.

So solve your tab form problems *before* they arise. Get in touch with your nearest Clarkson Distributor. If you don't know him, ask us for his name.

CLARKSON PRESS
INCORPORATED
A Subsidiary of Graphic Controls Corporation
189 Van Rensselaer Street Buffalo 10, New York
For More Information Circle No. 295

parent acetate. There are single and double-faced index tabs and guides have air release holes to prevent clinging to cards.



For literature showing tabulating card guides as well as other card and tape filing systems, **Circle No. 219.**

HAND CLEANER

Kee Lox Mfg. Co., Dept. 101, 10 Kee Lox St., Rochester 1, N. Y., offers an impregnated-paper hand cleaner that will remove all stains normally encountered in

the office or print shop. Called Spirit Away, it is especially recommended for removing stains caused by spirit or hectograph carbon or ribbons and inks used

How about a new Letterhead?

Perhaps it's time

for a fresh design

and a bright new

WESTON *paper*

Your printer, advertising agency or letterhead designer will gladly suggest a new design and a paper of appropriate quality from the complete family of Weston cotton fiber letterhead papers — including Old Hampshire Bond (Extra No. 1, 100%), Defiance Bond (100%), Winchester Bond (50%), Weston Bond (25%) and Weston's Hand Weave (25%). Write Dept. OF for samples.

Better Papers are made with cotton fiber

WESTON PAPERS · PROTECT YOUR RECORDS ·

BYRON WESTON COMPANY
Dalton, Massachusetts
Makers of Papers for Business Records Since 1863

BETTER COTTON FIBER PAPERS

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Leading Makers of: LETTERHEAD PAPERS • POLICY PAPERS • LEDGER PAPERS • INDEX BRISTOLS

For More Information Circle No. 241

IN A DICTATING MACHINE.....

MILAN, ITALY

Europe's largest integrated electronic manufacturer

FIDELITY MAKES THE DIFFERENCE!

The Geloso StenOtape lets you relax while dictating, (no hand-mike to cramp your style.) Your secretary transcribes without missing a word . . . your voice is that natural!

Fidelity is so high you can take your StenOtape home (only 6½ lbs.) and tape concert music that will astonish even hi-fi enthusiasts. Two-hour endlessly re-usable magnetic tape records meetings and conversations up to 30 feet away. Precision split-second tape counter.

Here's real superiority, and low price! No wonder more people buy Geloso StenOtape after only one demonstration than any other make!

Convince yourself by mailing the coupon today.

Only $179.95 Incl. Fed. Tax
FULL YEAR GUARANTEE

American Geloso Electronics, Inc., Dept. 15
251 Park Avenue South, New York 10, N. Y. AL 4-2282

YES, I would like to hear the difference fidelity makes in the Geloso StenOtape. Without obligation, of course.

Name .....

Company .....

Address .....

City .....Zone .....State .....

GELOSO STENOTAPE

For More Information Circle No. 276

with stencil or offset duplicators. It is also effective in removing printers' ink and paint. Convenient to use; packaged 25 sheets per pack, 12 packs to a box in heat sealed, transparent polyethylene wrappers. Each 7" x 7" impregnated sheet is used once, then thrown away. The stain remains on the paper not on washroom fixtures. **For More Information Circle No. 199.**

ADDING MACHINE

Friden, Inc., San Leandro, Calif., announces the Friden Model ACY-10 Adding Machine with a 5½" platen and adjustable guides to permit insertion of paper in several widths including forms up to the full platen width. A front feed also permits direct insertion of tickets, pass books, envelopes, deposit slips, and other forms for "front" validation. An L-shaped zero bar simplifies operation of machine for those trained on conventional keyboards and permits retention of a pencil in the hand of an operator while using the keyboard. According to the manufacturer,

the improved machine is fast. Keystroke has been shortened by 25% and requires 50% less pressure for operation. The keyboard is open before a previous cycle is completed and pressure requirements have been reduced for the ¼" plus bar action

Reducing Noise of Business Machines is SOUND Business with

ACOUSTORS

- Reduce the harsh metallic machine noise by 50% or more.
- Make for less fatigue.
- Increase efficiency and accuracy.
- Ease the strain on eyes, ears, and nerves.
- Provide modern, cool, shadow-free, and vibration-less Fluorescent lighting.
- Provide semi-private office effect for the machine operator.
- Add beauty, as well as efficiency to your offices.

No Other Method of Noise Control Has Proved So Successful or Economical

THE *Original* CABINETS FOR NOISE REDUCTION TREATMENT OF OFFICE MACHINES.

WATKINS-INDUSTRIES 9 Superior Street Youngstown 10 • Ohio

For More Information Circle No. 303

Multilith Owners!
Better Presswork
OR YOUR MONEY BACK!

Jumbo Shell is success-proven 10 yrs.! Thousands sold on approval, less than 1% returned. Many in use 8-10 years, still good! Improves presswork amazingly. "It's like 3 extra rollers!" say users. Installs in 5 minutes without drilling. Choice of brass or lucite cylinder, only $29.50; postpaid if check with order. 5-year guarantee. 10-day money-back guartee. Write!

FREE! Slash masking, set-up time! Try 5 Base Line Masking Sheets FREE! For Nos. 1250, 1300, 2066-SD, LD, also Davidsons. Mention make, model press!

$29.50 COMPLETE

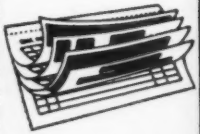
LITHO RESEARCH, INC.
14339 36th N.E. Dept. OM Seattle 55, Wash.

For More Information Circle No. 309

You're losing time and money if you're not using . . .

SPOT-CARB

BUSINESS FORMS THAT . . .



- Eliminate carbon interleaves!
- Duplicate only data needed!
- Avoid messy smudging!
- Cut down waste handling!
- Allow up to 17 sharp copies!
- Improve design, efficiency!

Ask your printer or write us for **FREE SAMPLES...** **SPOT CARBON PRODUCTS**

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NEW YORK 13, N. Y.
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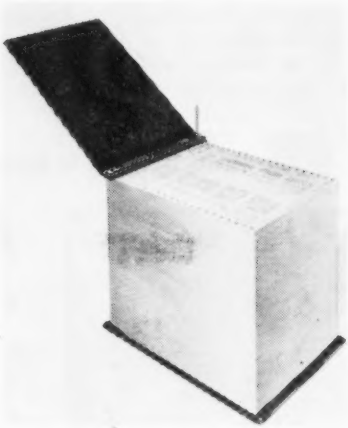
For More Information Circle No. 310

to prevent the fastest operator from beating the machine. Fast shortcut, step-over multiplication features are retained as is the check window to show operator actual entry to further assure accuracy. **For More Information Circle No. 194.**

TABULATED FORMS BINDERS

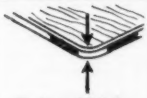
Wilson Jones Co., 209 S. Jefferson, Chicago 6, Ill., introduces an economy line of nylon post binders for housing machine tabulated records on marginal punched sheets. Designed as a binder for records which are stored or referred to infrequently, the economy line offers the same easy loading, easy reading advantages of the regular line. These lower cost binders can accommodate 3000 sheets, or up to 10" of paper. Made of either blue



canvas (15 Line) or gray pressboard (14 Line) for either burst or unburst sheets. The shockproof Cycolac locking mechanism is flush with the surface of the top cover so that the binder becomes as flat as a bound book. This allows binders to be stacked level, one on top of another and removed easily from crowded shelves. Pressboard binders cost from $1.25 to $1.80; blue canvas binders from $2.60 to $4.30 depending upon size. **For More Information Circle No. 164.**

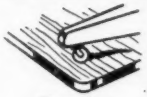
Easy to Clean

Gleams when cleaned with damp cloth. Resists alcohol, cigarette burns, etc.



Extra Thick

Heavy lamination of wood-grain plastic over 5/16" Presdwood. Won't slip, won't creep.



Tough

Chairs glide smoothly over the mar-resistant surface. Not slippery. Chip resistant.

MASO "Executive" CHAIR MAT

Modern! Beautiful! Efficient!

Protects expensive floor covering and looks superb. This lustrous wood-grain plastic chair mat adds to the efficiency of existing desk space, allowing smooth chair mobility. Adds protective beauty, economically. Rich wood-grain plastic, laminated to extra-thick Presdwood, retains luster and wears like iron. Choose NOW from four authentic wood-grain patterns in decorative colors to blend with any office decor: Walnut, Desert Tan, Mist Green, Driftwood Gray. This outstanding value is surprisingly low in cost.

FREE literature & office equipment catalog

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SEND COUPON TODAY

MASO

Interstate Metal Products Co., Inc.
(Office Equipment Division)
666 Lake Shore Drive, Chicago 11, Ill.

Please send me FREE literature and more information about Executive plastic chair mats.

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TITLE_____

COMPANY_____

ADDRESS_____
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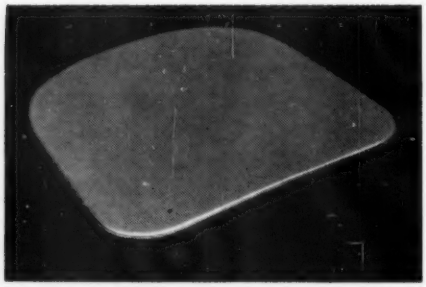
For More Information Circle No. 240

CHAIR CUSHIONS



American Latex Products Corp., 3341 W. El Segundo Blvd., Hawthorne, Calif., makes Stafoam office chair cushions of polyurethane. Company says the heat-sealed vinyl plastic case will continue to maintain its neat appearance after years of use. Features include complete reversibility, welded seams, toughness, durability, non-sag, easy to clean, smartly tailored. The S500A 2" Executive, 16" x 18", retails at $5.95; the S500B Steno, 14" x 15", at $4.95. **For More Information Circle No. 167.**

Force COLUMBIA

eases tired eyes ...cuts errors!

This automatic numbering machine prints big 3/8" high figures on filing jackets, time cards, job envelopes, drawings, etc. Saves eyesight of young and old alike and reduces errors, too! 6 or 7-wheel capacity . . . consecutive, duplicate, repeat action.

3/8" DEEP CUT NUMBERS

493527

WM. A. FORCE & CO., Incorporated

216 Nichols Ave
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Sales Offices NEW YORK • CHICAGO • SAN FRANCISCO • MONTREAL

For More Information Circle No. 324

STENCIL FOLDERS

Milo Harding Co., 161 Tempo Bldg., Monterey Park, Calif., announces that Tempo stencil folders have been repackaged to provide easier handling and

better product protection. The newly designed box is white with dark blue printing and holds 100 stencil blot - and - file folders. After the

ANNOUNCING A NEW ADVANCE
IN PHOTOCOPY METHODS!

iminate the negative

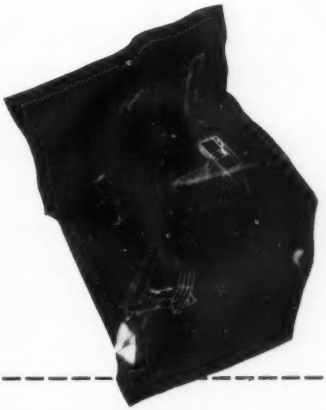
WITH THE NEW PHOTOSTAT POSITIVE PROCESS!

Now you can reproduce in **one** step what you formerly did in **two!**

You can develop a positive print directly from an original document without the preparation of a negative. The new Photostat Positive Process will:
Save time • Save material • Save labor.

Extensively tested and proved in the field, the Photostat Positive Process is presently being used by government, business, and professional organizations. We recommend that you investigate the many possibilities of this new advance with its wide range of applications where a high-quality positive print is preferred.

Field conversion of existing equipment or factory production of our new equipment will enable you to take advantage of **the new Photostat Positive Process.** Check these applications against your particular requirements: letters, forms, maps, checks, documents, deeds.



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PHOTOSTAT — PHOTOCOPYING OFFSET AND MICROFILM EQUIPMENT

PHOTOSTAT CORPORATION
P. O. BOX 1970 TO, ROCHESTER 3, NEW YORK
Photostat is the trademark of Photostat Corporation

For More Information Circle No. 388

COLLATES - *Automatically* STAPLES - STACKS

UP TO 12,000 SHEETS PER HOUR!

8 *Times Faster Than By Hand*

1000 SHEETS

Ave. prod. per hr. collating - stapling-stacking by hand.

8000 SHEETS

Ave. prod. per hr. with Collamatic's Collator - Stapler-Stacker.

2 Times As Fast
As All Other Collators

Is your present equipment inadequate and outmoded? If your collator requires hand stapling and hand stacking, Collamatic's new Collator-Stapler-Stacker can process your work in half the time at half the cost.

Since the introduction of the mechanical collator in 1947, the American Office has awaited the development of a collator that would not only collate at higher speeds, but would **staple and stack automatically as well!**

Collamatic's new Collator-Stapler-Stacker does just that . . . . . and at a price the average office can afford.

IT permits collating at speeds up to **12,000 sheets per hour!**

IT staples collated sets **automatically!**

IT stacks collated sets **automatically!**

6 different models, from 8 to 20 bins, handle all office duplicated paper from 5½ x 8½ to 10 x 14. Available with single or double-headed stapler.

If you now collate by hand or if you own a mechanical or electric collator, you will want to know more about the new Collamatic Collator-Stapler-Stacker. Send for your free brochure today.

ELECTRIC COLLAMATIC COLLATOR ®

DEPT. 108

COLLAMATIC CORPORATION
WAYNE, NEW JERSEY

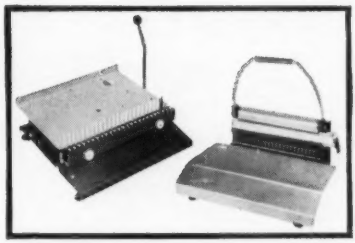
MANUFACTURERES ALSO OF INEXPENSIVE OFFICE COLLATING EQUIPMENT.

For More Information Circle No. 242

box has been emptied, it can be used for filing stencils in folders for re-run. Each folder can be used twice. Available in two sizes: No. 125 is for Tempo 314 and other standard 8½″ stencils, while No. 126 fits Tempo-Geha and other 9″ stencils. Price per box is $2.60. **For More Information Circle No. 184.**

PLASTIC BINDING MACHINES

Plastic Binding Corp., 735 Sherman St., Chicago 5, Ill., announces two units to give any office the facilities it needs to prepare professional quality, handsomely-bound catalogs, manuals, sample books, booklets, brochures, presentation portfolios, etc. The portable Model 24 Plastico Punch is only 16½″ x 16½″. Smooth shearing action punches progressively instead of all dies coming down simultaneously. This action produces clean, regular punches with only moderate handle pressure. The 34 lb. unit can accommodate sheets up to 12″ on its built-in table area. The Model 24 Plastico Binding Machine binds books with Plastico's colorful, economical plastic material. It will bind manuscripts up to 1¼″ thick. Guide rails keep teeth of each bind-



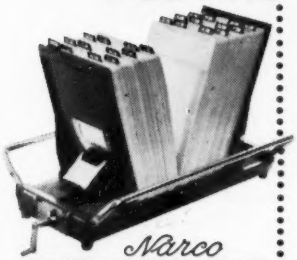
ing element properly aligned for automatic, accurate binding. Binding unit weighs 14 lbs. and is only 14½″ x 16½″. **For More Information Circle No. 161.**

PHOTOCOPY PAPER

Copycat Corp., 215 Fourth Ave., New York 3, N. Y., announces a photocopy paper which makes it possible to use one photocopy negative to make ten or more copies of any original document in ordi-

New, Improved, Money-Saving **ACCOUNTING EQUIPMENT**

POSTING TRAYS



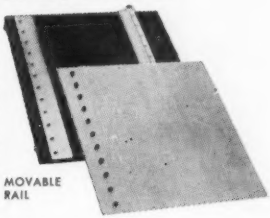
Narco
COMPRESSION TYPE

Speed paper handling with this sturdy, compression type NARCO Posting Tray. Opens, locks, extends, with finger tip control for posting, reference, storage. Lightweight. Lifetime, precision built, steel construction.

Narco-Matic
PORTABLE TYPE

Simplify and speed posting for small groups of accounts with this NARCO-MATIC Portable Posting Tray. Combines the convenience of a posting tray with the compactness of a binder. Aluminum. Lightweight yet sturdy.

WRITING BOARDS



Create multiple records with one writing. Get machine efficiency—without the machine. Patented features on NARCO movable boards insure positive registration. Collating rails cannot fall out. Lightweight. Easy to handle.

Wide selection of standard sizes. Special sizes made to order. Write for information and prices.

ADV. 2

NARDON MANUFACTURING COMPANY
2125 W. MISSION ROAD
ALHAMBRA, CALIFORNIA

Narco

DISTRIBUTORS:
Some territories still open

For More Information Circle No. 384

ONCE YOU **TRY**
SORTKWIK®
YOU'LL NEVER BE WITHOUT IT!

The INVISIBLE Fingertip Magic for
SORTING, COUNTING, FILING UP TO 3 TIMES FASTER!

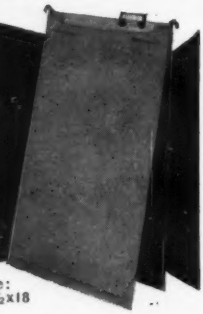
EASY TO USE! Just rub SORTKWIK between fingers until dry. Hard-to-handle cards, new currency, smooth finish papers can be handled faster, easier. Long lasting supply . . . **50¢**

At your stationer or send $1.00 for TRIAL OFFER of two regular size containers

LEE PRODUCTS COMPANY
Dept. 0-8, 2736 Lyndale Ave. So., Minneapolis, Minn.
For More Information Circle No. 389

File 'em and Find 'em **FAST**

SAVE TIME *and* **MONEY** *on offset re-runs*



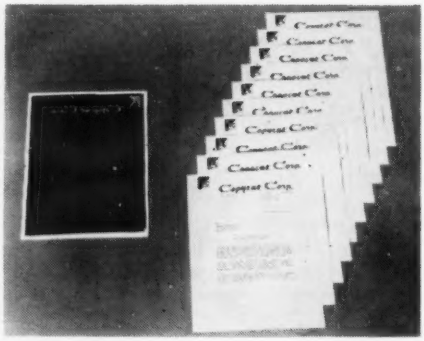
Size: 10½x18

Now you can safely file and protect Plates, masked Negatives and valuable related material . . . in sturdy ENVELOPES on reusable steel hangers . . . indexed for quick-finding. NEW open-design double pockets let you instantly locate the right job without lifting envelope. And there is a MIM-E-O Cabinet for every Offset filing need. Approved by Office printers and Pressroom professionals. Sold everywhere by leading Duplicator Products dealers. If your dealer doesn't have them yet, **please write us.**

MIM-E-O STENCIL FILES CO.
1051 N. Paulina Street, Chicago 22, Ill.

For More Information Circle No. 393

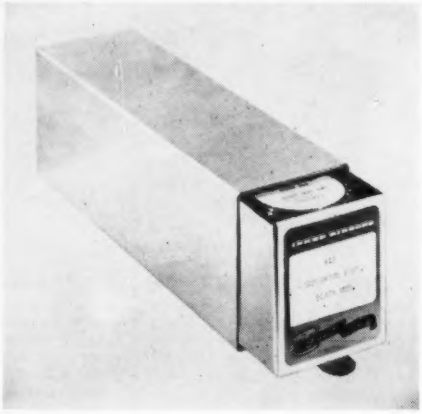
nary office light. It can be used with any make photocopy machine and no additional equipment is required. In addition to the saving of the time required to make individual negatives, this multicopy paper



saves 50% of the former cost of photocopies. Multicopy photocopy paper is available in two sizes, standard letter size 8½" x 11" and legal size 8½" x 14". **For More Information Circle No. 122.**

RIBBONS DISPENSER

General Ribbon Corp., 14542 Sylvan St., Van Nuys, Calif., offers a drawer dispenser for typewriter and adding machine



ribbons that holds a dozen typewriter or adding machine ribbons in plastic boxes. A description of the contents is printed on a label on the front of each drawer which

The world of letters relies on

Olympia

PRECISION TYPEWRITERS

. . . to do the job— easier, faster, finer!

Olympia precision typewriters—standard and portable—are preferred the world over for their quality, value and ease of operation.

Fully-equipped with the most advanced and worthwhile typing features, an Olympia turns out the most exacting assignments easily . . . with crisp—uniform—and distinctive results.

With over 50 years of manufacturing experience, every machine is precision-built to the highest standards—assuring quiet, consistent, trouble-free performance year after year.

Olympia

Authorized Sales & Service the World Over

OLYMPIA DIVISION
Inter-Continental Trading Corporation
90 West Street • New York 6, New York

For More Information Circle No. 233

OFFICE SUPERVISOR OR MANAGER

You are probably working hard, getting results—but not the income or advancement you merit. Whatever your title—manager, supervisor, or trainee—you are an aggressive, ambitious, college graduate who likes administrative work in fields other than sales.

You are willing to make a change to a company where growth & opportunity are unlimited.

ALLSTATE is famous for its rapid growth & progressive methods. Its outstanding success is well known. So are its company benefits which include Profit Sharing, Group Life, Hospitalization & major medical insurance, plus excellent starting salary.

If you fit our qualifications, please send resume in confidence to:

PERSONNEL MANAGER

ALLSTATE INSURANCE CO.

14 Franklin St., Rochester 4, N. Y.

For More Information Circle No. 312

Substantially Reduces NOISE *of Keyboard Graphotypes*

SOUNDTROL Noise Reducing Hoods, the result of many years' research by acoustic engineers, protect workers from tiring noise—increase production and work accuracy. Your Graphotypes can be relocated for better work flow when noise is eliminated and machine's appearance is improved. SOUNDTROL Noise Reducing Hoods do not increase floorspace, retard ventilation nor interfere with machine servicing. Write for full information today!

JARDIN ASSOCIATES, INC.

155 John St., New York 38, N. Y.

For More Information Circle No. 322

fits into a four-sided sleeve, yet slides easily in or out by means of a thumb-pull at the front. The sleeve and drawer are constructed of heavy-duty chipboard covered with aluminum foil that will withstand repeated handling and use. The drawer dispenser measures 2¾″ wide, 3⅛″ high, and 10¾″ long when closed. **For More Information Circle No. 140.**

ELECTRIC TYPEWRITER

Smith-Corona Marchant Inc., Syracuse 1, N. Y., makes the Electra 12, which has a full size keyboard and practically all the standard electric office typewriter features. The design of the new model enables it to be priced at $179.50. Smith-Corona's deluxe electric starts at $420. The Electra 12 was developed for the small business and professional office. It weighs about 19 lbs., has complete mobility, takes up less desk space, and any secretary or

receptionist can easily move it from one location to another. Has standard 88-character electric keyboard and operator may use paper up to 12⅛″ wide and type a full 11″ writing line. Keys do not strike hard bottom at the end of a stroke, but are cushioned by a device that prevents jar on fingertips. A wear-resistant removable platen is used for better writing, manifolding, and stencil cutting. Other features include a support for erasing, positive linespacing mechanism, and a positive carriage centering lock. The Electra 12 comes in three colors: sage gray, alpine blue and seafoam green. Either pica or elite type are standard, although a wide variety of type styles, including foreign language and

WHO NEEDS THIS ACCOUNTING MACHINE?

If your business posts 200 statements a month, you do. And now Monroe offers you an accounting machine—the President—priced especially for the small businessman. Accounts receivable, accounts payable, payroll—three of the biggest accounting jobs and this one machine handles them all. A simple twist of the control knob changes from one operation to another . . . you can be sure of error-free posting and neat printed statements . . . and the President's speed saves you time—and money. Yet the cost for such big business performance is hundreds of dollars less than other accounting machines in its class. The President actually establishes a new ratio between what you pay and what you get.

It's not always easy to find the day when a small business really comes of age, but one measurement is its accounting methods. The day you buy a Monroe accounting machine is the day you buy prestige accounting—the day you *know* you're running your business efficiently . . . economically . . . like a big business.

Call your Man from Monroe today to see the President in operation. Models start at $750.

MONROE

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ADDING · ACCOUNTING
DATA PROCESSING MACHINES

Monroe Calculating Machine Company, Inc., Sales and service in principal cities everywhere. General offices, Orange, N. J.
A DIVISION OF LITTON INDUSTRIES

For More Information Circle No. 227

I said "goodbye" to S.S. when I said "Hello" to

A.W. FABER
ERASER STIK
The original grey eraser point —always best for erasing.

A.W. FABER ERASER STIK (ALL SERVICE) U.S.A. 7099B

Typewriting mistakes happen to the best of Secretaries—but SLOPPY STRIKEOVERS are as out-of-date as ankle-length bathing suits. If you still use a bulky eraser, do yourself a favor by tossing it in the basket. Get an A.W. FABER slim, trim pencil-shaped ERASERSTIK that whisks away single letters of a word without marring the surrounding area. With ERASERSTIK you erase without a trace. Let ERASERSTIK make you a better Secretary. Get a few today.

Which point do you prefer?
Slender, Medium or Blunt. ERASERSTIK gives you your choice. Point with a mechanical or hand pencil sharpener.

A.W. FABER-CASTELL
PENCIL CO., INC. NEWARK 3, N. J.

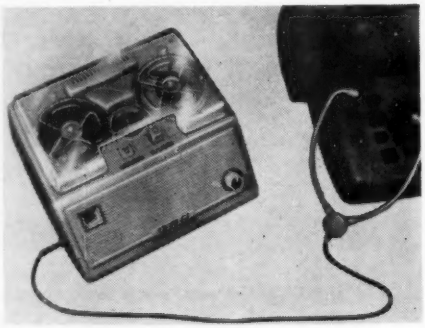
ERASER STIK (ALL SERVICE) 7099

For More Information Circle No. 318

technical keyboards, are available on special order. Hyphen and underline key (combined) and spacebar are equipped with automatic repeat action. Extra pressure on either will start the repeat action, which will continue until the key is released. Any or all keys can be made repeat keys on special order. **For More Information Circle No. 190.**

DICTATING MACHINE

GBC America Corp., 89 Franklin St., New York 13, N. Y., announces an improved model of the Stenomaster dictating-transcribing machine. Up to three hours now can be recorded on the dual tracks of a single 3½" reel. The improved model has no-run-off reels. The loop tight design of the tape ends, special reels and precision engineered playback transport, assure trouble free operation. Available in two-tone executive gray modern styling,



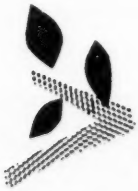
the Stenomaster is offered at $159.50. It has all controls in the palm of your hand; automatic microphone has finger-tip control for dictating, corrections, stop, start, fast-rewind, fast-forward and playback. The GBC Stenomaster comes in a modern styled unbreakable case capable of withstanding rough handling. Taking less space than a small portable typewriter, the machine weighs only 10 lbs., and is compatible with standard tape recorders. Among other features are: full power-fine fidelity, built-in loudspeaker, magic eye recording level indicator, precision dictation time indicator, automatic erase, dual speed control, lifetime tape, electronic foot and type-

ACME VISIBLE

'Tis a wise man who keeps his **INVENTORY** under **CONTROL**

Knowing what you have, where it is and when you need more will give faster, more dependable results—and real savings of work, time and money.

Correctly planned inventory records do much more than show "stock on hand"—they list sources, vendors, maximum and minimum quantities, time required for delivery and dozens of other important facts that really CONTROL inventory.



Acme has created and installed hundreds of different Inventory Control Systems. Perhaps one would suit your requirements. If not, your Acme man will design a record to your specifications.

ACME VISIBLE RECORDS, INC., Crozet, Virginia Q-859

☐ Send us more information on Inventory Control Systems.

☐ We are interested in Acme Visible equipment for.....records.
Kind of Record

☐ Have representative call.

Date..... Time.....

Company.....

Attention.....

Address.....

City.....Zone.....State.....

For More Information Circle No. 243

One of the oldest and best brands of French plastic filing supplies; transparent binder covers, photo albums, etc. . . . offering a line of 200 different articles wishes to appoint a representative or exclusive wholesaler. JOWA, 12 Rue d'Isly, GRENOBLE (Isere), FRANCE.

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Tabulating and snap-apart sets litho'd on Carbon Interleaved or NCR paper.
For More Information Circle No. 371

THE PRINT-O-MATIC CO., INC.
724 W. WASHINGTON BLVD. • CHICAGO 6, ILL.
For More Information Circle No. 373

The world's smallest and most economical adding machine... SWIFT
Only $99.50 plus tax
SWIFT BUSINESS MACHINES CORP.
GREAT BARRINGTON, MASSACHUSETTS
For More Information Circle No. 374

writer controls, plus a complete line of accessories including sensitive telephone pickup. **For More Information Circle No. 176.**

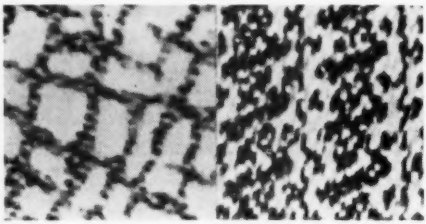
PORTABLE TYPEWRITER

Torpedo-Werke A.-G., Frankfurt/M.-Roedelheim, West Germany, makes the Torpedo 18 de Luxe portable typewriter with a segment shift. Available with 9½″ or 13″ carriage, with or without push-button tabulator, and full 44-key keyboard

with all regular features. Besides standard silver-gray metallic finish, machine is supplied in two-tone combinations of green-yellow and blue-gray. Type faces available include pica, elite, pica-imperial, elite-imperial. Machine is supplied in attractive lined plastic case with zip fastener, or in a strong wooden carrying case. **For More Information Circle No. 137.**

UPHOLSTERY FABRIC

Cotan Div., Interchemical Corp., 345 Olive St., Newark, N. J., makes Coair



upholstery fabrics by applying vinyl plastic to cloth. Fabrics are moisture absorbing and "breathe" as freely as woven fabrics

Records Management Institute study shows

"Rotary files most efficient for active records."

It's time to sit up and take notice when one of the leading independent experts on business automation finds that one filing method is best. Arthur Barcan, Executive Director, Records Management Institute, says, "We have conducted studies for leading companies throughout the country. We find beyond a shadow of a doubt that rotary card files are most efficient for records that are actively processed, filed and searched."

Just as rotary files are superior to other filing methods, Mosler Revo-File is superior to other rotaries. It cuts reference time to 1½ seconds, more than doubles the number of cards each clerk can handle, takes up one-fifth the floor space of other systems. The convenient height and easy mobility of Revo-File lets clerks use it at the desk, saves time and trouble.

Find out about Revo-File's place in your office. Mail this coupon.

THE MOSLER SAFE CO.

Revo-File Systems Division, 320 Fifth Avenue, New York 1, N.Y.

The Mosler Safe Co., Revo-File Systems Division
Dept. O-85r, 320 Fifth Ave., New York 1, N.Y.

☐ I am interested in additional information on Mosler Revo-File.

☐ I am interested in a FREE office trial of Mosler Revo-File.

NAME_____

COMPANY_____

ADDRESS_____

CITY_____ ZONE_____ STATE_____

For More Information Circle No. 298

Get this deluxe desk dispenser FREE

...when you buy one at regular price with 12 rolls of SCOTCH BRAND *Cellophane Tape*

REG. U.S. PAT. OFF.

Hurry! Offer expires Oct. 30, 1959.

DEAL "R": 12 rolls ¾″ by 1296″ with Deluxe Desk Dispenser. Second dispenser included free!
DEAL "S": same as above with ½″ x 1296″ tape! At your supplier now!

"SCOTCH" AND PLAID DESIGN ARE REGISTERED TRADEMARKS FOR PRESSURE-SENSITIVE ADHESIVE TAPES OF 3M CO., ST. PAUL 6, MINN.
EXPORT: 99 PARK AVE., NEW YORK 16. CANADA: LONDON, ONTARIO.

MINNESOTA MINING AND MANUFACTURING COMPANY

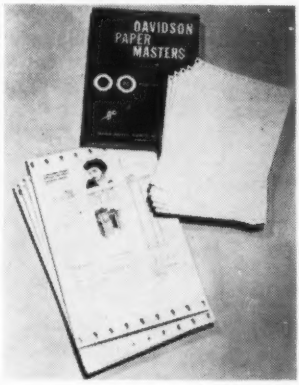
...WHERE RESEARCH IS THE KEY TO TOMORROW

3M COMPANY

but have the durability and cleansing qualities of plastic. Two patterns, Starcool and Jacquard, come in 12 or 14 colors in 30-yd. rolls, 54″ wide. A special color will be matched on an order for as little as 500 yds. **For More Information Circle No. 213.**

OFFSET MASTERS

Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., introduces the Dav-A-Mat paper printing masters in three styles: straight edged, oval punched and pin bar. The line is complete in size and style to fit any press or duplicator up to 17″ x 22″. Masters are available plain or with indicia (non-reproducing guide lines). Five series, from 1000 to 1500, are designed to take care of runs from 50 to 2000 copies. Dav-A-Mats can be prepared for printing by direct image using a ballpen, pencil, fabric or carbon typewriter ribbon, litho crayon, ruling or brushing ink, or preprinted by offset or letterpress. Xerography also can be used to prepare the masters which are also available in continuous rolls for continuous xerographic prepara-



tion, in rolls for teletypewriter, and in flat packs for specific systems applications. **For More Information Circle No. 123.**

"Secretaries never die . . ."

They just stay young indefinitely*—that is, if they use Kee Lox Grip-N-Pull carbon paper. Ask any girl who is already using it (and note how fresh and vivacious she looks—even at quitting time). She'll tell you what nice copies she gets, how clean they are. And she'll be equally enthusiastic over Grip-N-Pull's other features—automatic warning of last typing lines, automatic rotation, automatic alignment.

You too can stay young indefinitely* by letting Grip-N-Pull carbon paper make your work easier and pleasanter. And your boss will be interested in knowing that Grip-N-Pull, with all its advantages and long wear, still costs no more than regular carbon paper which does not have the exclusive patented features of Grip-N-Pull.

**The only exaggeration (one we hope will cause a smile) in this message.*

Over 60 Years of Good Impressions

KEE LOX MANUFACTURING COMPANY

CARBON PAPERS AND INKED RIBBONS

Sold through KEE-LOX branches and selected independent stationers

Attach to letterhead and mail to

Kee Lox Manufacturing Company
Department 0-89, Rochester 1, New York

Send free samples of Grip-N-Pull to:

NAME_____

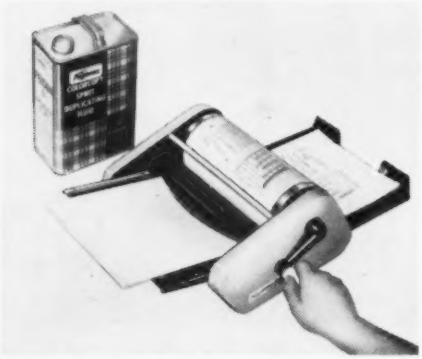
ADDRESS_____

For More Information Circle No. 325

←For More Information Circle No. 421

SPIRIT DUPLICATOR

Bankers & Merchants, Inc., 3229 N. Sheffield Ave., Chicago 13, Ill., offers the small, simple to set up and operate Faymus Model D1 Spirit Duplicator. Operating



handle produces one copy at a time, with exact printing register, even on legal size sheets. Variations in color can be printed on the same sheet by use of different color spirit masters. The precision-built unit has a light alloy stainless printing drum; moistening device with cast metal felt holders; large slanting paper feed tray; adjustable receiving tray; coated metal side covers; and elastic printing pressure. It permits simple easy front master fixing. Designed to handle any brand spirit master units, the Faymus D1 is furnished complete with a supply of 25 Faymus spirit master units, one pint of Faymus Colorcopy fluid, and 100 sheets of duplicating paper. Priced at $79.95 plus federal tax, f.o.b. Chicago. **For More Information Circle No. 187.**

BALLPEN

Lindy Pen Co., 9601 W. Jefferson Blvd., Culver City, Calif., makes the Lindy Legal Copy Ball Point Pen, developed for documents that require permanent signatures. It retails for 49c in a choice of medium or fine points and in two sizes: long 7″ or Shorty pocket-purse size. **For More Information Circle No. 173.**

Dustless Sweeping

Dustless sweeping is **improved** with uniformly treated, **disposable** *Masslinn* Cleaning Cloths. When used with a flexible *Masslinn* Sweeping Tool, floor or wall areas are easily cleaned.

Special treatments and laundry problems are eliminated by this **new** system.

The *Masslinn*® cloth is a non-woven fabric that absorbs and retains dust with blotter-like action.

CLOTHS AND TOOLS ARE AVAILABLE IN A CHOICE OF SIZES.

For samples, information, and name of nearest distributor write

CHICOPEE MILLS INC.

45 Worth Street • New York 13, N. Y.

For More Information Circle No. 382

VENTILATION
No Office "Hot Seat"
with
BEVCO Chairs

Increase Efficiency
Have More Comfort
Longer Wear
Less Maintenance
Higher Quality
Lower Cost
Variety of Color

Stretch
Stain
Fade
Tip
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Complete Line.
Swivel Chairs
Institutional Furn.
Costumers:
Wall & Floor Models

See Your Dealer

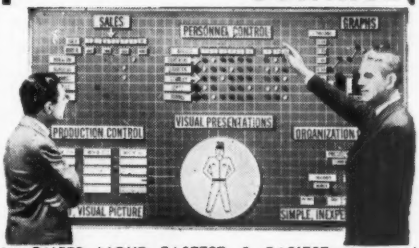
PS 33 A
Posture Chair

BEVCO

Precision Mfg. Co. Dept. O
831 Chicago Ave., Evanston, Ill.

For More Information Circle No. 337

VISUAL MAGNETIC CONTROL



MAGNETS MOVE FASTEST—& EASIEST—OF ALL!

Priced From
$38
INCLUDING MAGNETIC ELEMENTS

Simplest Control for
Sales • Production
Charts • Personnel
Maintenance • Scheduling
Machine Loading
Visual Presentations
•
COLORFUL MAGNETS
ORGANIZE FOR ACTION
SHOW FACTS
INSTANTLY
GET THE JOB DONE

PRICES & BROCHURE OF 8
FREE
ON REQUEST

Methods Research Corp.
442 Mosel Avenue, Staten Island 4, N. Y.

For More Information Circle No. 339

It just SNAPS apart

LETTEREX sets are available in all colors. A set is a high quality onion skin lightly tipped to an intense and clean carbon sheet. 500 sets to a box.

LETTEREX
1114 HALF STREET, S.W., WASH. 24, D.C.

For More Information Circle No. 338

Save Those Beautiful Eyes

RITE-LINE COPYHOLDER

- SAVES EYESTRAIN
- PROMOTES ACCURACY
- INCREASES PRODUCTION
- TAKES COPY UP TO 20#
- HOLDS NOTEBOOK
- FITS IN DESK DRAWER
- LINE MAGNIFIER EXTRA

Send for FREE Booklet describing RITE-LINE COPYHOLDER

RITE-LINE CORPORATION
4209 39th St., N. W., Washington 16, D. C.

For More Information Circle No. 340

PENCILS & ERASERS

Joseph Dixon Crucible Co., Jersey City 3, N. J., announces packaging and merchandising innovations to give its pencil and eraser products added consumer convenience. A one-piece flip-top box for Ticonderoga pencils, replaces the two-piece telescoping box. According to Dixon spokesmen, this will cut handling time in stores 50%. The cover opens instantly with a flick of a finger, and locking tabs close the box securely with another flick. There is the notation, on the upper lid of each box, of the type of lead the pencils contain. Previously it was necessary to open the box to determine this. For quick recognition of Ticonderoga pencils in storage areas, Dixon is decorating the side panels of its ten-gross shipping containers with the Ticonderoga logo and a three-color image of Ethan Allen, its symbol. Other innovations include a narrow shelf package for the Topflight, Glowo and Parade brands of pencils and erasers, which

Prompter order processing!

- **Mail opened and** distributed at the start of your business day — means that orders can be processed more promptly, filled, shipped and billed sooner. A MailOpener saves time for many departments.
- The MailOpener trims a hairline edge off the envelope, neatly, accurately, safely, swiftly, leaving the contents intact. Handles envelopes of any size, weight, or stock.
- Invaluable time and work saver in any office. Three models, hand or electric. Ask any PB office for a trial demonstration in your office, without obligation. Or write for free illustrated booklet.

FREE: *Send for handy desk or wall chart of new postal rates, with parcel post map and zone finder.*

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MAILOPENER

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will now be encased in transparent, cellophane-like pouches. The packages for Dixon economy pencils are packaged in two types—one for shelf, the other for pegboard display. Dixon has also a giant, full-color Ticonderoga pencil display piece. **For More Information Circle No. 141.**

CARBON RIBBON

Carter's Ink Co., Cambridge 42, Mass., makes the Stylewriter carbon film ribbon for typewriters with carbon paper ribbon attachments. Made of Mylar polyester film to provide ribbon with great strength and freedom from breakage. For secretaries, this means an end to rethreading due to

breakage, a smoother work flow, and more usable feet per ribbon. Stylewriter is claimed to have better transfer of color to paper, cleaner erasures, and sharper, easier-to-read impressions. It may be used for all correspondence requirements and for material for reproduction by copying machines or offset printing. Available in five colors with color-keyed plastic cores: black, blue, green, red, brown. **For More Information Circle No. 193.**

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YOUR BUSINESS FORM SETUP

Rogersnap Business Forms and Second Sheets in the fast *Flip-Out Dispenser Box save time and money and increase efficiency in any office operation. Write for the Comparative Cost Analysis.

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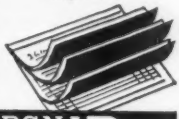

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Literature from the Manufacturers

VISIBLE FILES

H-O-N Co., Muscatine, Iowa, offers a catalog illustrating the Shannovue line of visible record equipment and systems. H-O-N Co. are exclusive U.S. agents for this British-made product. Insert pages include actual samples of pockets and exposed record cards, together with attached steel hinges and hangers. For this catalog, **Circle No. 216.**

GRAPHIC ARTS

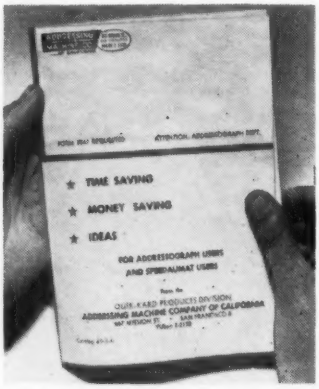
Fraser Paper, Ltd., 420 Lexington Ave., New York 17, N. Y., has issued its annual "Graphic Arts Progress" for the fourth consecutive year. Among the articles in the 1959 issue are "The LogEtronics System" and "Microfilm: The New Printing Plate". "The Hard Dot Process" is a case history of the development of a gravure cylinder etching process. Ten New England experts discuss their theories on three-color lithography; the LTF color survey is discussed and analyzed, and another article tells how to take the Mystery Out of Ink Mileage. These are but a few of the interesting insights into the who, when, where and how of the industry represented in this edition. Distribution of "Graphic Arts Progress 1959" will be handled through Fraser Paper's merchant representatives throughout the east and midwest. A limited number of copies are available upon request from above address.

COMPUTER

Bendix Computer Div., 5630 Arbor Vitae St., Los Angeles 45, Calif., offers a six-page illustrated bulletin describing highlights of the Bendix G-15 digital computer with emphasis on the magazine-loaded photo tape reader which is standard equipment. Included are descriptions of Pogo and Intercom 1000 programing systems; accessory punched card, magnetic tape and paper tape equipment; several special purpose devices and G-15 specifications. For a copy, **Circle No. 217.**

ADDRESSING ACCESSORIES

Addressing Machine Co. of California, 667 Mission St., San Francisco 5, Calif., offers its catalog 10-3-A of addressing machine accessories, attachments and supply items. Included are Quik-Kards in continuous, perforated form which can im-



prove addressing machine procedures. The catalog gives full details about several recently introduced items developed to facilitate addressing work. Copies are available without cost to users of Addressograph, Speedaumat or Elliott equipment. For a copy, **Circle No. 208.**

SORTING

Yawman & Erbe Mfg. Co., Rochester 3, N. Y., offers a Sort-O-Mat booklet containing a coupon offering a free demon-

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Right In Your Own Office!

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stration and trial in your office without obligation on how to eliminate sorting bottlenecks, how to speed pre-filing and filing of papers. Various sorting systems, and combinations of systems are discussed as well as a list of uses, sizes and specifications. For a copy, **Circle No. 189.**

PLASTIC BINDING

Plastic Binding Corp., 732 S. Sherman St., Chicago 5, Ill., is offering a complete line catalog of Plastic Punching and Binding Machines and Equipment for office and trade use. Attractively printed and bound in plastic, the 30-page catalog is in itself an example of fine plastic binding. It is profusely illustrated, gives many new ideas and Plastico binding applications for

catalogs, books, manuals, calendars, samplers, brochures, albums and presentation portfolios. It also describes the plastic binding elements with the arch design and ½″ centers for greater strength and beauty. Equipment shown includes hand operated and electric punching machines and Plastico binding machines, models of which are capable of handling manuscripts up to 1½″ thick with ease and speed. For this catalog, **Circle No. 101.**

USED MACHINES

Check Writer Co., 565 Broadway, New York 12, N. Y., has published the Office Machine Dealers & Stationers Used Equip-

Victor's new, completely automatic printing calculator with the

New Simpla-Key

Lets you automatically multiply, add, subtract, or divide with a flick of One Key!

Flick Up to Multiply

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VICTOR Automatic Printing CALCULATOR

Imagine! Multiply, divide, add or subtract with the new Victor Calculator—all automatically! Just flick the Simpla-Key—enter figures as you'd write them—and the machine does the rest. Unbelievable!

A printed tape, with a true symbol, identifies figures entered and operation performed. See the unique Victor Calculator today. Convenient terms. See "V" for Victor in the adding machine section of the Yellow Pages.

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Victor Adding Machine Co., (Canada), Ltd., Galt, Ont.

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Chicago 18, Illinois

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2 Sets 25 DIVISION CELLULOID TABBED INDEX

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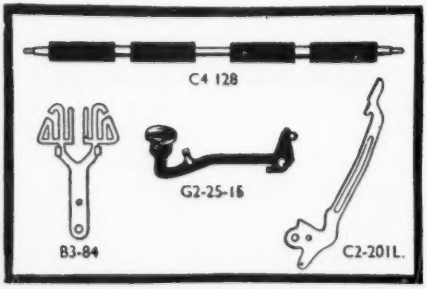

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For More Information Circle No. 332

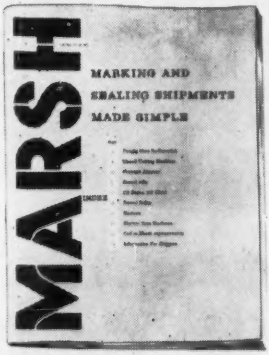
ment Handbook that presents an objective revue of used office machines including adding machines, electric and manual typewriters, calculators and checkwriters. Prices are listed for new, reconditioned and select rough machines by serial numbers. This handbook is priced at $1. For a copy, **Circle No. 210.**

LETTER WRITING

Charles Lambert Mann, Dept. A193, 5243 Cass St., San Diego 9, Calif., offers a letter writing instruction kit which consists of various worksheets listing do's and don'ts of letter writing together with suggestions for first and last sentences, and a key to letter organization. Much of the course is contained in a 90-page booklet, "Effective Writing." It suggests rules for writing letters, reports, minutes, memoranda, and press releases. The kit is $4.95, postpaid. **For More Information Circle No. 196.**

MARKING, SEALING SHIPMENTS

Marsh Stencil Machine Co., Belleville, Ill., offers a 24-page booklet, "Marking and Sealing Shipments Made Simple." Subjects



covered: how to stencil mark goods for safe delivery; how to save 25% on sealing cartons with gummed tape; proper kind of

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For More Information Circle No. 258

ink to use for all kinds of marking; three ways to stencil—brush, roller, spray; conversion tables for weights and measures; export marketing data; a scale for measuring in inches and centimeters. For copy of this Catalog M-60, **Circle No. 185.**

FURNITURE

Dunbar Furniture Corp. of Indiana, Berne, Ind., offers a fully illustrated catalog of office furniture designed by Edward Wormley. This comprehensive collection is said to offer the executive the opportunity to reflect his individuality, and to include craftmanship in a knowledgeable merging of quiet elegance with efficiency. The catalog details units such as desks, cabinets, occasional tables, conference tables, chairs, sofas, benches, and various

accessories. It includes specifications as to woods, finishes, fabrics, and leathers. For a free copy, **Circle No. 209.**

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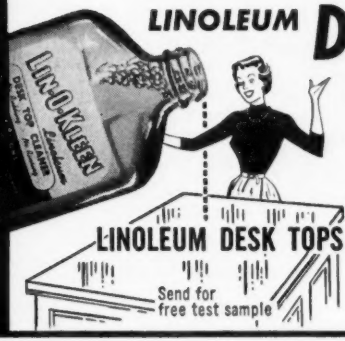

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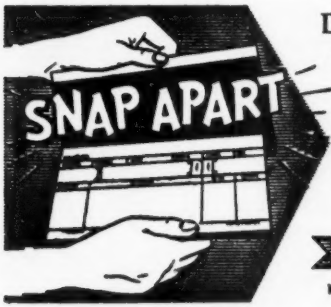

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News of the Office

Gibson Heads NABAC

Malcolm H. Gibson

Now called "NABAC, The Assn. for Bank Audit, Control & Operation," National Assn. of Bank Auditors & Controllers elected Malcolm H. Gibson as president. Mr. Gibson is vice president and cashier of the Citizens Bank of Sheboygan, Wis. Other officers are 1st vice president Arthur C. Suhrbier, assistant auditor, Continental Illinois National Bank & Trust Co., Chicago; 2nd vice president, Winslow E. Pike, vice president and controller, First National Bank of Atlanta. Named treasurer was John C. Kimmel, vice president and controller, Mercantile National Bank of Chicago.

NMAA Conference

D. B. Paquin

National Machine Accountants Assn. conference in St. Louis, June 24-26, broke all attendance and exhibitors' records. Registration reached 1,800; 43 exhibitors demonstrated a wide range of electronic systems and accessories. The complete program included in-plant tours, punched card seminars and closed circuit telecasts. D. B. Paquin, Chicago, was re-elected president for 1959-1960. Next annual conference will take place in San Francisco, June 22-24, 1960.

IASA Officers

Charles Andrew

The Insurance Accounting & Statistical Assn. announced the election of national officers for 1959-60. President is Charles Andrew, Jefferson Standard Life Insurance Co. Vice presidents are Lowell Rinehart, Nationwide Mutual Insurance Co.; James A. Dryer, Standard Accident Insurance Co. and J. C. Smith, Imperial Life Assurance Co. of Canada.

Accountants Elect Asher

Leslie I. Asher

Leslie I. Asher, manager - finance, Small Aircraft Engine Dept., General Electric Co., West Lynn, Mass., was elected president of the National Assn. of Accountants. Vice presidents are: Granville F. Atkinson, secretary - treasurer, Crosse & Blackwell Co., Baltimore; John B. Bachofer, president, Nelly Don, Inc., Kansas City, Mo.; Merwin P. Cass, resident partner, Charles F. Rittenhouse & Co., New York; Ora Ray Dawson, prin-

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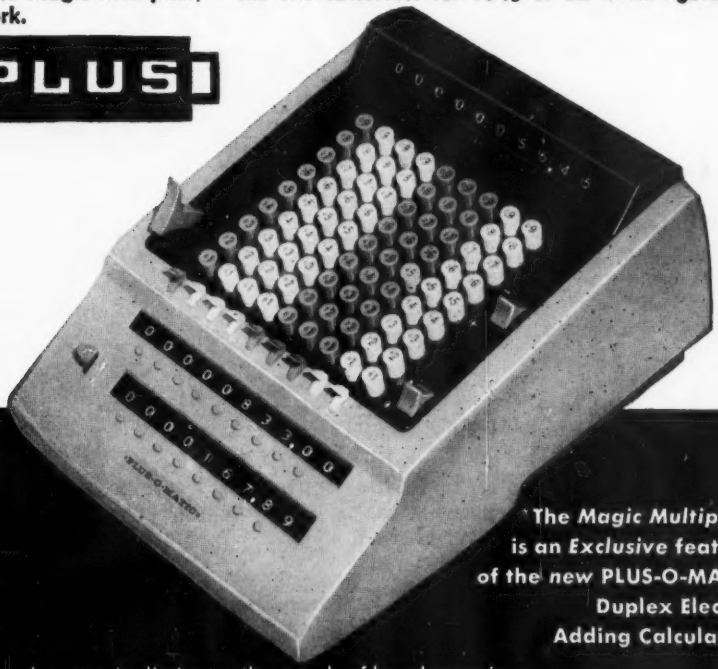
WHEN ONE

WILL DO?

Why use separate adding and calculating machines when *now*, you can do *all* your addition, subtraction and multiplication on one?

It's the *all-new* PLUS-O-MATIC Duplex Electric Adding Calculator, with "The Magic Multiplier,"* the *one* calculator for 95% of all office figure work.

PLUS



*The *Magic Multiplier* is an *Exclusive* feature of the *new* PLUS-O-MATIC Duplex Electric Adding Calculator.

Faster because it eliminates thousands of key depressions.
More Accurate because all work-results are constantly in view.
Easy to Operate because it's so simple. Anyone can use Plus-O-Matic.
Ask for a demonstration. You'll agree that PLUS-O-MATIC'S *Magic, Plus!*

PLUS Computing Machines Division

CONTROL SYSTEMS, INC.

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Representatives in Principal Cities

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You'll be enthusiastic, too! This time-saving and money-saving carbon arc lamp and printing frame combination (completely enclosed) makes long-running offset plates and duplicating masters *automatically*...reproducing line and halftone images with razor-sharp fidelity! So easy to use—because of simplified control panel—anyone can operate it. Actually pays for itself in *one year* if you make only six offset plates a week! Several models to choose from. The RP21 (illustrated) makes plates up to 21" x 24" in size. Takes up only 28" x 32" floor space. Spacious storage area. See your nuArc dealer for further details or write for Bulletin 230B-O.

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General Office and Factory: **824 S. Western Ave., Chicago 12, Ill.**

EASTERN SALES AND SERVICE: 215 FOURTH AVENUE, NEW YORK, N.Y.

For More Information Circle No. 232

cipal, Ora Ray Dawson, CPA, Dayton, Ohio; J. Curran Freeman, controller, Dresser Industries, Inc., Dallas; Donald J. Patton, treasurer, Hadley Corp., Weaverville, N. C.; George A. Rawcliffe, controller, Dixon Corp., Bristol, R. I.; Bernard H. Semler, executive vice president, Freeman Shoe Corp., Beloit, Wisc. Charles H. Towns, partner, Lybrand, Ross Bros. & Montgomery, New York, was re-elected as treasurer.

Budget Officers Elect

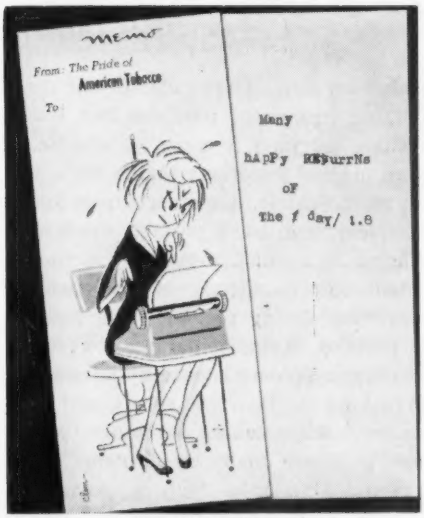
R. Visscher Millar, controller, Chemical Specialists Div., Pennsalt Chemical Corp., Philadelphia, was elected president of the National Society for Business Budgeting.

Outgoing president Harold C. Mason (right) congratulates R. Visscher Millar.

Other officers are Arthur D. Moor, budget manager, United Airlines, San Francisco, 1st vice president; Leslie G. Hawkins, budget officer, University of California, Los Alamos Scientific Laboratory, N. M., secretary; Bernard W. Schaller, budget manager, Theo. Hamm Brewing Co., St. Paul, Minn., treasurer. Melvin C. Aichholz, was reappointed administrative secretary.

Employee Greeting Cards

L. Edward Levinthal of College Hall Cards, 199 Hickory Drive, Larchmont, N. Y., has introduced greeting cards tailored for the personnel of several corporations. For instance, a get-well card reads:



A card slanted to office personnel.

"Spirits at General Foods are far from elated . . . all because you're incapacitated . . . hope you'll soon be back at your old haunts." Although strictly the brainchild of Mr. Levinthal, management appears delighted. Said an executive at GF, "It seems a very good idea indeed."

FDAA's New Officers

Laurence W. Acker

Laurence W. Acker, deputy chief of the U. S. Army Audit Agency, Washington, D. C., was elected president of the Federal Government Accountants Assn. Vice presidents are Donald W. Bacon, regional internal revenue commissioner, Boston; J. Edward Schuetz, Los Angeles, supervisory auditor with U. S. Air Force Auditor General, Western District; and John C. Cooper Jr., deputy director, budget and finance, Dept. of Agriculture, Washington, D. C.

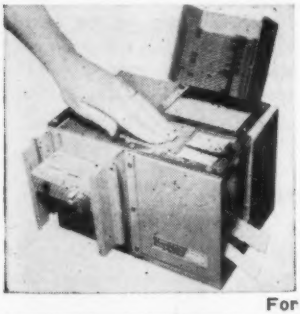
Use of Office Machines

(Continued from page 72)

production time. The availability of the dictating equipment plus the fact that machine dictation is easier to schedule (than manual dictation) makes the system more flexible. Some executives find it convenient to use a portable machine at home as a quick means of catching up with correspondence, and to provide more time during regular office hours for pressing business matters. Portable dictating equipment is used by salesmen for making out their call sheets, and by personnel when taking inventory, particularly where many small items are involved. One man with a portable machine can make a record of the stock of a good sized store in a relatively short time. Some effort has been made to equip police cars with portable machines to record the conditions of an accident. Hospitals use mechanical dictation for writing medical records. Conference recording is an established use of this type of equipment.

• *Large Volume Equipment.* Office machines fall into two categories: those which facilitate operations by augmenting manual activities, and those which facilitate operations by supplanting or replacing manual activities. This latter group includes bookkeeping, posting and recording equipment, punched card systems, and integrated as well as electronic data processing systems.

Usually multiple statistical details, copying, matching, comparing, inspecting, assorting, computing, and recording can be handled with greater accuracy by machine than by manual means.



The Quik-Stripper

TAKES PLATES AND CARDS OUT OF ADDRESSOGRAPH FRAMES!

Slide frame over opening in table-top of Quik-Stripper. Plates and cards fall out, slide down chute into waste basket. Impossible to get grime in hands or ruin fingernails. Work from back of frame. Fingers never touch inked plate. Pays for itself because of time saved. Models for all styles of frames. Trouble free. No service problems. Send for circular giving details and prices. Specify style of frame to be stripped or send sample. Write Addressing Machine Co. of Calif., 667 Mission St., San Francisco 5, YUkon 2-2130. Quik-Strippers sold on 5-day approval.

For More Information Circle No. 287

INAUGURAL

THE Business Equipment Exposition

"A Service of Office Equipment Manufacturers Institute"

OEMI

Sept. 23, 24, 25 — 1959 / 1-10 P.M. Daily

WASHINGTON, D.C.

(National Guard Armory)

ADMISSION BY INVITATION ONLY

AN EVENT TO REMEMBER

(Mark it on your calendar now!)

A vast and exciting panorama of the latest developments in office equipment, systems and services will be here for you to see, examine, and project into **your** plans for a bigger tomorrow! This all-industry Exhibit is the only one of its kind in the country and the forerunner of more to come.* Mark it on your calendar now — and plan to attend.

*Chicago — March 15, 16, 17, 18 — 1960
*Dallas — October 19, 20, 21 — 1960

OFFICE EQUIPMENT MANUFACTURERS EXHIBITS, INC.

Rudolph Lang, Managing Director of Exhibits

777 Fourteenth St., N.W., Washington 5, D.C.

For More Information Circle No. 288

In most machine applications there must be sufficient volume of activities to provide a payout on the use of machine methods. Volume often can be produced by centralizing or combining several operations under one department. By programing what previously were considered separate routines, and by scheduling the machine's operating time, many smaller offices can justify the use of higher volume equipment. A five-year payout (assuming equipment is purchased) or a cash saving equal to 120% of the annual rental of the equipment puts an organization in a position to use high volume equipment on a long-range basis. Savings equal to the rentals are a satisfactory stand-off provided that there is an anticipated increase in volume of clerical operations in the foreseeable future.

(Next month Mr. Wylie will discuss The Effective Use of Correspondence.)

"When are you going to take down the Christmas decorations?"

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ALUMINUM MAP CARRYING CASE

safe . . . strong

to carry or mail confidential rolled maps, prints, plans, etc. Made of 16 ga. aluminum alloy with "comfort grip" and steel hasp for lock. 36", 42" and 60" lengths — other lengths made to order. **MAIL ORDER TODAY**

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News of the Industry

Smith-Corona Marchant Officers

Elections to new positions in the top management of Smith-Corona Marchant, Inc., were announced by Edward H. Litchfield, chairman, and Elwyn L. Smith, president. Emerson E. Mead is executive vice president and Gordon H. Smith is senior vice president. Mr. Mead is responsible for all line and staff operations and reports directly to the president. He came to Smith-Corona Marchant in 1956 when Kleinschmidt Laboratories merged with Smith-Corona. He was then vice president operations, responsible for manufacturing activities and operations of the domestic divisions

Emerson E. Mead

Gordon H. Smith

and subsidiaries. He has been a member of the board of directors and its executive committee. Since 1951 Mr. Smith has been secretary, director, and member of the executive committee. He joined Smith-Corona Marchant in 1957 as vice president and since has played a major role in the company's expansion and diversification programs. He is now next senior to Mr. Mead and responsible for corporate planning, overseas operations, public relations, personnel and legal administration.

RCA Elects Johnson

John E. Johnson

John E. Johnson was elected vice president and marketing manager, Electronic Data Processing Div., Radio Corp. of America, it was announced by John L. Burns, RCA president. The Division, headed by E. D. Foster as vice president and general manager, is part of RCA's Industrial Electronic Products grouping of which Theodore A. Smith is executive vice president. Before joining RCA last year, Mr. Johnson was marketing vice president of the Datamatic Div. of Minneapolis-Honeywell Regulator Co.

Friden Mailroom Equipment

Walter S. Johnson, president, Friden, Inc., announced that 1000 shares of Friden stock had been exchanged for all the stock of the Cummington Corp., Boston, and that a contract for the purchase of the assets of International Postal Supply Co., New York for 39,318 shares of Friden stock had been approved by the respective boards. Mr. Johnson said: "This is a move that, in the future, should make Friden's mailroom equipment division as big and as important as either of its present major divisions consisting of calculating and adding machines and systems equipment." Friden's postage meter will be available next year.

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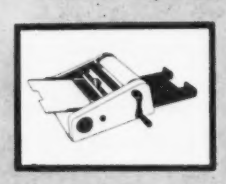

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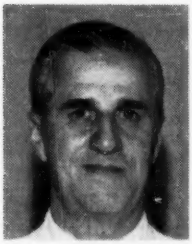
For More Information Circle No. 282

NOMDA Convention

The 34th annual convention and trade exhibit of National Office Machine Dealers Assn. at Cincinnati, June 21-24, again set records in attendance and exhibitors. Panels on dictating machines, photocopiers and electric typewriters stimulated lively discussions in the business session. Over 50



A. H. Foxcroft

N. A. Karasick

exhibitors demonstrated their newest products. Newly elected president is Alfred H. Foxcroft, Los Angeles; 1st vice president, Paul McWilliams, Little Rock. Norman Karasick, Swift Business Machines Corp., is vice president, manufacturing division. Next convention will be July 10-13, 1960, at Coronado, Calif.

Geloso Advertising Director

Bernard W. Maxwell, formerly with Cormac Photocopy Corp., is director of advertising and sales promotion for American Geloso Electronics, Inc., New York. The firm distributes dictating machines, radio parts, sound equipment and other electronic products manufactured by Geloso, S.P.A., Milan, Italy, throughout North and Central America.

Bruning Distributes Documat

Charles Bruning Co., Mount Prospect, Ill., and Documat, Inc., Belmont, Mass., have concluded an agreement under which Bruning will distribute and service Documat microfilm cameras, readers and related equipment in the U. S. and Canada. The joint announcement was made by Harold Adler, president of Documat, and Herbert F. Bruning, president of Bruning.

Equipment Exposition

More than two acres of exhibit space in the National Guard Armory, Washington, D. C., was sold during a three-day offering period four months in advance of the Business Equipment Exposition, Sept. 23-25, reports Rudolph Lang, managing director of exhibits, Office Equipment Manufacturers Exhibits, Inc. "The spontaneous response to the offering, by 35 corporations representing in sales volume about 90% of the $4-billion a year office equipment industry," Mr. Lang said, "reflects the industry's need for and recognition of better and more complete ways to portray its many scientific and technological accomplishments." The exposition will be the first in a series presented each year in several cities throughout the U. S.

Vail Executives

Martin H. Myers has been named vice president and general manager of Vail Mfg. Co., according to E. J. Ryan, president. Replacing Mr. Myers as general sales

Martin H. Myers

Philip J. Flynn

manager is Philip J. Flynn, until recently industrial sales manager at Vail, maker of Monarch office and industrial fastening equipment.

$15,000 Scholarship Gift

Albert W. Vanderhoof, president, Standard Duplicating Machines Corp., celebrated his 35th year with the company by making a $15,000 scholarship gift to his alma mater, Tufts University, Medford, Mass. The money represented gifts from business associates throughout the country,

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For More Information Circle No. 327

according to Allan E. Bruce, Standard vice president, who made the presentation to Dr. Nils Y. Wessell, Tufts president.

Heads Monte Verde Sales

Leslie D. Fries was appointed vice president in charge of sales of Monte Verde Industries, Inc., dictating equipment manufacturer, reports Ralph A. Schuyler, president. Mr. Fries, who recently left Rucker Fuller as general sales manager, is widely experienced in the office machine field. He was a franchised SoundScriber distributor and previously with the distributing organization of Ward Harris Co., San Francisco. Among his new responsibilities will be the establishment of national distribution for Corresponder, the firm's new dictating-transcribing machine, recently test-marketed in the San Francisco and Los Angeles areas.

The Dwindling Dollar

An article on "Excessive Federal Government Spending" by H. G. Frankel of Frankel Mfg. Co., Denver, which appeared in his company's house organ, was read before the House of Representatives by Rep. Albert H. Quie (Minn.) and reprinted in the Congressional Record. Mr. Frankel had deplored the "whittling down" of the value of the dollar through excessive government spending and suggested adoption of the economies recommended in the Hoover report.

Aigner's Golden Anniversary

George J. Aigner, who half a century ago purchased the gold stamping business that grew to be G. J. Aigner Co., Chicago, maker of a complete line of indexes and indexing products, is celebrating his 50th anniversary in the industry. Mr. Aigner's first invention and patent, an improved method of cutting and sorting leather tabs, was followed by important development work on the celluloid tabbed index. His innovation of a tabular beaded edge on insertable index tabs, made the tabs stronger and enabled easier insertion of labels. In addition to being a leader in the

industry, G. J. Aigner Co. is a leader in employee welfare. Mr. Aigner is also one of the founders of Lions International.

Equipment Credit Plan

A plan to enable office equipment manufacturers to set up full programs for installment sales of their income-producing equipment is announced by Arthur F. Silbert, vice president Standard Financial Corp., 530 Fifth Ave., New York 36. Available to manufacturers in connection with their installment sales to trade customers. Financing company furnishes contracts, credit applications and notes, checks customer credits anywhere in the country within three days, and assumes chore of collection—all without charge. Purchasers make a down payment of 15% in cash or trade, pay balance in 1-5 years. Standard Financial advances manufacturer 90-100% of gross amount of customer's installment note, minus finance charge. Brochure with full details from above address.

Avery Vice President

John S. Torrey, general manager of Avery Label Co., was elected vice president of Avery Adhesive Products, Inc., according to H. Russell Smith, president. Mr. Torrey, who joined the firm as general sales manager in 1948, heads up all facets of Avery's Label Division, including production at Monrovia, Calif., and New Brunswick, N. J., and sales offices in 26 cities.

Bruning Research Laboratory

Ground was broken for a $1 million research laboratory at the Charles Bruning Co., Mt. Prospect, Ill. The two-story building with laboratory rooms capable of duplicating any atmospheric conditions, will be in operation in December. It will have 27,000 sq. ft. of space and be staffed initially by 50 people, principally chemists, engineers and technicians. Herbert F. Bruning, president, said the center will consolidate all engineering work with the

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ranging from simple, hand-operated models up to fully automatic machines which count and wrap coins simultaneously.

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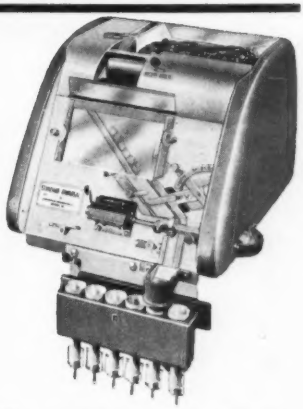

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76

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Office Equipment Exporter

Circulation over 10,000

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research activity now conducted at Bruning's Teterboro, N. J., plant. Dr. Carl Botkin, vice president in charge of research will direct the new department.

Officers of Royal Precision Corp.

Appointment of two officers to the management of Royal Precision Corp., Port Chester, N. Y., was announced by L. S. Crandall, president. Russell L. Rankin is a vice president and Lawrence R. Foley was named treasurer. Royal Precision Corp. is a jointly owned subsidiary of Royal McBee Corp. and General Precision Equipment Corp. Mr. Rankin, who joined the company in 1946, was previously manager of advance planning. Mr. Foley was formerly chief accountant.

Wausau's Diamond Jubilee

Wausau Paper Mills Co., Brokaw, Wis., is celebrating its 60th anniversary as a producer of fine writing and printing papers. During the first week of June, nearly 4000 people attended the company's Diamond Jubilee Family Days. Refreshments were served and each visitor received a three-year-old Norway pine as a gift from the company's tree farms.

Numbering wheels for use in numbering heads for printing magnetic ink characters are being produced by Wm. A. Force & Co., Brooklyn, N. Y., at the rate of over a million a year.

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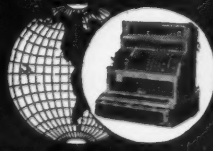

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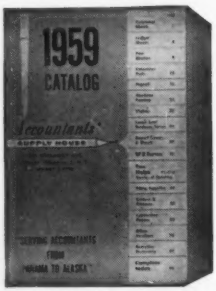

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For More Information Circle No. 349

Kalvar Names Microdealers

Microdealers, Inc., organization of independent microfilm dealers, was named an exclusive distributor of Kalvar Corp., New Orleans, according to William A. Carney, Kalvar vice president. Products include the Kalvacard Micro-Image Filing System which allows periodic posting to the same ledger card, the Kalvacard Printer and Developer and Kalfax Micro-Frame Developer. For making 16mm or 35mm duplicates, Microdealers, Inc., offers Kalvar's Microfilm Printer-Processor machine, a dry process copying system.

Victor Reduces Prices

Price reductions of from 11.7% to 27.9% were announced by Victor Adding Machine Co. last month on their top line of Custom Model adding machines. A. F. Bakewell, vice president and general sales manager, credited a recent rise in sales volume plus consolidation of models for the price cut.

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For More Information Circle No. 347

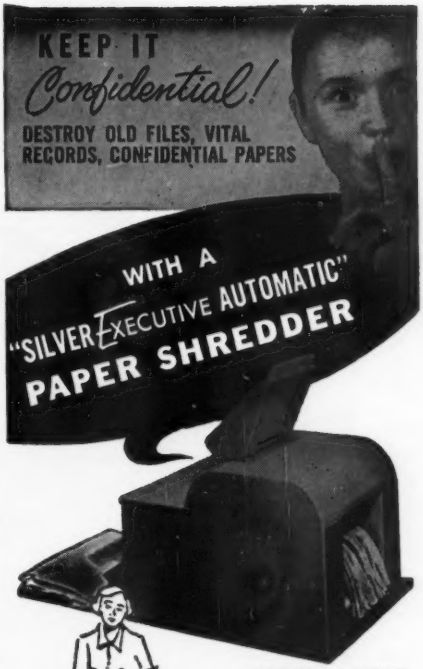
Apeco Sales Manager

Arnold Perry was named national sales manager of the Photocopy Div., American Photocopy Equipment Co., Evanston, Ill., Lloyd Briggs, executive vice president, announced. Mr. Perry moves up from the position of sales manager of Apeco's Plastics Div. Lawrence Burns will replace him in this capacity. Taking Mr. Burns' place as regional sales manager in St. Louis will be John Miller.

Badger Will Become Luxco

Effective Sept. 1, Badger, Inc. will be known as Luxco, Inc., according to Robert Luxford, president. No changes in operating policies or personnel are involved since this LaCrosse, Wis., manufacturer is simply changing its corporate name to correspond to the national trade name, Luxco, under which its products are distributed. Luxco, Inc., manufactures a complete line of office machine stands, steel office chairs and stools.

"I've decided to raise and train my own secretary."



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You can't see all of the quality that is built into NYLO-GLIDE Steel Record Files, but year after year of faultless service will prove to you that no finer file was ever built.

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For More Information Circle No. 263

National Conference & Exhibit Calendar

National Society of Public Accountants, Sherman Hotel, Chicago, Aug. 24-28.

Assn. for Computing Machinery, Massachusetts Institute of Technology, Cambridge, Mass., Sept. 1-3.

Educational Graphic Arts Exposition, Coliseum, New York, Sept. 6-12.

Assn. for Bank Audit, Control & Operation, Statler Hotel, Boston, Sept. 21-23.

Office Equipment Manufacturers Exhibits, National Guard Armory, Washington, D. C., Sept. 23-25.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 26-30.

Life Office Management Assn., Edgewater Beach Hotel, Chicago, Sept. 28-30.

National Business Forms Associates, Chalfonte-Haddon Hall, Atlantic City, Oct. 4-8.

National Institute of Governmental Purchasing, Sheraton-Cleveland Hotel, Cleveland, Oct. 11-14.

Systems & Procedures Assn., Royal York Hotel, Toronto, Canada, Oct. 12-14.

American Production & Inventory Control Society, New Yorker Hotel, New York, Oct. 16-17.

Eastern Commercial Stationery Show, N. Y. Trade Show Bldg., New York, Oct. 17-20.

Institute of Newspaper Controllers & Finance Officers, Hotel del Coronado, San Diego, Oct. 18-21.

National Business Show, Coliseum, New York, Oct. 19-23.

American Management Assn., Office Management Div., Roosevelt Hotel, New York, Oct. 21-23.

Insurance Accountants Assn., Bellevue-Stratford Hotel, Philadelphia, Oct. 21-23.

American Records Management Assn., Sheraton-Palace Hotel, San Francisco, Oct. 23-24.

Controllers Institute of America, Penn-Sheraton Hotel, Pittsburgh, Oct. 24-28.

American Institute of Certified Public Accountants, Fairmont & Mark Hopkins Hotels, San Francisco, Oct. 24-29.

American Bankers Assn., Miami Beach, Oct. 25-28.

Eastern Joint Computer Conference, Statler Hilton Hotel, Boston, Dec. 1-3.

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Experienced companies have stressed the importance of assigning direction of computer programs to men who have a good knowledge of the overall operation of the business and a sound understanding of systems and procedures. Most of the 114 companies covered in the NICB report favored a do-it-yourself approach to computer planning. While they recognized that outside talent could make important contributions, companies generally believed that lack of knowledge concerning their own organizations' systems and objectives, limits the usefulness of outsiders.

Winning support of personnel for the computer program is an important step. Antagonism or reluctance, especially on the part of those in supervisory positions, can seriously impede a program and reduce the morale of all employees even those unlikely to be affected by a computer. What is most required for the successful introduction of automatic data processing is the wholehearted support of middle management. This is a point that the manufacturers of automatic equipment should bear in mind.

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